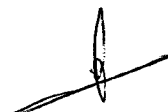


MANUVIKASA

FINANCIAL MANAGEMENT OF THE ORGANISATION as on 31.03.2020

1. The Chief Functionary and the Accountant are responsible for the overall financial management in MANUVIKASA in the form of manual accounting or tally. The Accountant is responsible for all the bank transactions which include depositing, the cash/cheques, withdrawal of cash, buying draft/banker's cheques or any other form of transaction between the organization and the bank. The Director or accountant or branch head sign all the cheques.
2. Records of all the receipts which include cash/cheque will be recorded by the accountant supported with valid books of accounts to be certified by the auditor of the organization. The records of receipts of kind and labour contribution will be recorded by the programme heads and will be accounted and audited by the accountant and include in the local contribution account.
3. For all the cash advances, a requisition has to be made by the person seeking the advance and has to be approved by the director before making payment. In the absence of the director, the person authorized by the director can approve the requisition. If the advance requisition is exceeding more than Rs.2000/- the requisition has to be submitted to accountant one day in advance. All the specific programme advances have to be settled within 2 days after completion of the programme. The regular programme advance has to be settled once in week. No staff is allowed to retain a programme advance more than Rs 3000/- on the last day of every month.
4. All the purchase bills of the equipments costing more than Rs.10000/- have to be supported with approved quotation before making the cheque payments by the accountant.
5. Monthly cash flow, budget utilization statement, Receipts and payment statement, income and expenditure statements and balance sheet will be prepared by the accounts department represented by the accountant 5th day of every month. The finance committee represented by the director, accountant, programme heads will review all the financial utilization. Annual audit of the accounts will be done by a Chartered Accountant and audited statements will be filed with concerned Government Department to comply their requirements.




Managing Trustee

5.MAINTENANCE OF REGISTERS

The following registers will be maintained by the organisation

- Attendance register
- Leave register
- Attendance register for meetings and trainings
- Stock register
- Bulk Purchase register
- Log books for vehicles
- Salary register
- local contribution register
- Cash book(daily, petty, projects and FC cashbook)
- Ledgers
- Receipt book
- Asset register
- Donation register
- Onward/Inward mail register
- Movement register for staff
- Telephone register (Incoming and outgoing calls)
- Minutes of the meeting (staff and Board meetings)
- Visitors book
- Programme register




Managing Trustee

INVESTMENT POLICY

All investments shall be made in such a way that they entail minimum risk & opt for scheduled banks other things being equal.

A. Investment of idle funds lying in savings/current account being in excess of budgeted requirement for expenses & surpluses at the year end which is within the permissible limits i.e. within 15% of total receipts.

To be kept in short term fixed deposits and/or floaters in scheduled banks offering the best terms & conditions. The Managing Trustee is authorized to make the deposit based on cash flow & organizational requirements.

B. Investment of surplus at the year end which is over & above the permissible limit i.e. above 15% of total receipts and which the Governing Council has resolved to accumulate for a specific purpose.

As per modes prescribed under Section 13 (1) d read with section 11(5) of the Income Tax Act, 1961, more specifically in any of the following.

- Deposit in any account with Post Office Savings Bank
- Deposit in any account with scheduled bank or co-operative society engaged in banking.
- Investment in units of UTI
- Investment or deposit in any public sector company.
- Investment in immovable property other than plant & machinery.
- Investment in units of mutual funds specifies u/s 10 (23D)

OR such modes as may be prescribed by any subsequent alteration, amendment or addition to the said Act dealing with investment of Society Fund

The mode of investment will be decided by the Board of Directors & reflected in the resolution.




Managing Trustee

C. Investment of earmarked funds

In separate Fixed Deposits as recommended by the Board of Directors.

D. Investment of funds specifically received as corpus

In long term Fixed Deposits or Immovable property as approved by Board of Directors

E. Investment in foreign contributions during the interim period before they can be utilized as per FCRA, foreign contribution is to remain invested in the savings account specifically earmarked for it & for which permission has been taken from RBI.

Administration of Investments

- A. Authority to open & close bank accounts lies with the Board of Directors
- B. Authority to receive & expend contribution/donation for the purpose of the society lies with the Board of Directors and is delegated to the Managing Trustee
- C. The operation of the bank accounts to be delegated to those specially authorized (including Managing Trustee) by resolution of the Board of Directors for each account. Mode of operation to be jointly by any two of those authorized.
- D. Managing Trustee to be responsible for managing the bank accounts and their safe operation.
- E. Authority and responsibility to execute the decision taken regarding choice of investment lies in Managing Trustee.
- F. Responsibility to ensure safe custody of investments and accounting for interest lies with the Managing Trustee. Original receipts of Fixed Deposits should lie in a separate file which is to be kept under lock & key.

POLICY ON PURCHASE, SALE OF ASSETS

The Board of Directors of MANUVIKASA unanimously constitutes the assets management committee to handle the purchase, sell and investment of the assets owned by the organization. The said committee shall be comprised of (1) The Managing Trustee (2) another Trustee




Managing Trustee

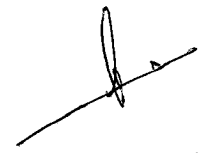
The Board of Directors assigns the power to this committee to purchase subject to approved capital budget of the relevant year. If there are any capital items not approved in the budget, the committee shall acquire such assets with the prior approval of the board in the subsequent Board meeting with the Board members. Any acquisition of the asset more than the value of Rs. 30,000/- quotations of the asset to be purchased shall have to be invited from a minimum of two different sellers or traders and the asset having the lowest cost shall be purchased. If the committee chooses any seller or trader with higher price, the transaction should be properly documented to justify such action by the committee. Further, such actions shall be approved by the board meeting before acquiring the asset.

The Board of Directors of the organization further resolves that the aforesaid committee shall have the powers to sell any property, assets, equipment or commodity owned by the Society. The committee also shall have the power to dispose off any assets due to depreciation or uselessness but any such move shall be subject to the approval of the Board of Directors of the organization.

The Management shall maintain proper records of all such purchases, sales & scrapping as required by law and shall submit a report on purchase, sale & scrapping of any asset or investing of any funds to the Board of Directors.

The Board of Directors may revise any of the provisions of the above policy on purchase, sale & scrapping of the assets as & when deemed necessary.




Managing Trustee