**Finance KT**

**ACH – karthee.india.org we receive the reversed file for ACH**

**ACH reverse file dated**

**Ecms: to create Ecms new account – creator – donation mode – Add new.**

**Donations Upload and Review.**

**Main Functions of Finance:**

**Donation tracking & Expense Tracking ( Main Functions of Finance)**

**Donation tracking system for TET India & TET USA**

**Salary, Events procurements, Statutory expenses(Pf, ESI, TDS payments), Prepaid Expenses ( OLA & Happay) in Expenses Tracking.**

**Office Payments – Electricity, Network ( Wifi), CUG,**

**Next main tracking - Audit Compliance – TDS filing, Every quarter months we need to file TDS. UC (utilization certificate) – TET India Audit**

**TET USA Audit**

**For TDS filing every month 7th is the last date.**

**Form 10BD filing every financial year may 31st is the last date.**

**Zoho books preparations for audit ( April to June 15th is the last date to share to the Auditor)**

**For all corporates mar 31st is the last date.**

**Audit final submit date is Sep 30th but we ensure to submit it before Aug 31st.**

**For USA audit May 15th is the last date.**

**Salary:**

* **Employees Salary**
* **Intern Salary**
* **Arni Staff salary**
* **Contract Salary**
* **House keeping Salary**

**Finance & Procurement in Notion**

**For every login ID’s & passwords.**

**TRF – Ecms**

**ACH – ACH Dr or ACH RTD**

**Lotuspay – Lotuspay**

**Razorpay – Razorpay**

**Give India – Saathire**

**Benevity – Online giving**