

Meeting Records & Book keeping by the SHG:

- Records of Meetings can be maintained by maintaining books or keeping video Recording all meetings (if possible).
- Simple and clear books for all transactions to be maintained.
- If no member is able to maintain the books, someone to be engaged by the group for the purpose.
- Animator can also help.



- **Minutes Book :**

The proceedings of meetings, the rules of the group, names of the members, etc. are recorded in this book.

- **Savings and Loan Register :**

Shows the savings of members separately and of the group as a whole.

Details of individual loans, repayments, interest collected, balance, etc. are entered here.

- **Weekly Register :**

Summary of receipts and payments on a weekly basis.
Updated every meeting.

- **Members' Pass books :**

Individual members' passbooks encourage regular savings.