**Rules and procedures of Financial Accounting - NIRMAAN**

1. Each chapter needs to have treasurer, joint treasurer and finance representatives from every team depending on the requirements.

2. Bill clearance sessions have to be conducted minimum once per month.

3. Monthly auditing has to be done in the respective chapters and would be reviewed by central finance team and as well as discussed by the President in the excom meetings.Monthly auditing would include Monthly expense sheets and Monthly revenues sheet which needs to be submitted to the central finance team.

4. The following are the prescribed formats which would be given by the central committee and should be followed in all chapters.

i. Income Statement.

ii. Salary slips.

iii. Donor Receipts and Debit Vouchers

iv. Bill Clearance Books.

v. Cash Advance forms

vi. No bill form

vii. Monthly Expense sheet

viii. Monthly Revenues Sheet

5. Budget estimation of projects should be done in the beginning of every semester in the respective chapters so that we have an idea about the flow of funds.

6. During visits to different places/NGOs by Nirmaan volunteers, only bus transportation charges and limited food charges will be reimbursed.

7. In case of expenses involving no bills, treasurers must use the NoBillForm provided.

8. A maximum advance amount of 1000 can be taken by a team and beyond which permission has to be taken from president to grant the amount.

9. Online a/c accessing details (User credentials and the process for login) of each chapter can be shared to the central committee when required.

10. Conference call/Official Telephone Bills: Only team leads and above category people can avail this reimbursement of Telephone bills. The bills would be cleared according to the following formula:

Bill amount = (No. of seconds\* no of people in the call \*1paise per second) \*0.5

i.e Only 50 % of the amount would be reimbursed after filling the nobill form and submitting the minutes of the call.

11. Loss of bills of amount: In case of a bill being lost by a nirmaan volunteer/treasurer, the corresponding chapter is expected to pay a fine of 5% of the bill amount from the chapter a/c to the central a/c.

12. The following documents till date should be submitted by respective chapter finance heads to the central finance team during mid-semester and end-semester auditing:

· Income Statement(Soft copy)

· Bank Statement(soft copy during mid-semester and hard copy signed by bank manager during end-semester auditng)

· Soft copy of bills and receipts during mid-semester auditing and hard copies during end-semester auditing.

· Details of bill books (# of books used and available)

13. Every year, Chapter finance head have to ensure that if the money in our current account is more than Rs.50000 then it has to be put in fixed deposit before March 31st.

14. Transfer of Signatories has to be done every year along with the online access details, Accounting books and proper knowledge transfer to the new Finance head.

**Hierarcy:**

Director of Finance , Auditor

Chapters (Presidents, treasurer)

Projects (finance rep)

What is it?

It is an application accounting for the various expenditures made under every project.

Why is it required?

1. Currently many bill books are being used to maintain the finance, hence the aim is to decrease the number as much as possible and ensure all things are done at one place with just some clicks.

2. Convenient way for the volunteers, treasurers and finance heads to update, check and analyze the expenses across chapters.

3. Funds allocation across chapters.

4. To generate automatic monthly statements for respective chapters and projects.

**Features and deliverables**.

1. Registrations for the tool distinguishing:

a. Users: **add, delete, update and search a bill, raise a call for clearance, request for cash allowance, view statistics of the current and prev projects.**

b. Admins: ++ approve.

2. Login facility for the employees, finance reps, project heads, treasurer, President, DOF, Auditors, with view permissions w.r.t other chapters and edit/view permission for theirs.

3. Further to login, a user allowed to select

a. his/her project and chapter,

b. (no need)Category of the bill in which to enter the particular depending on the nature of it (Example: HR, travel, rent, purchase, calls, electricity, Bank etc) and valid reason entered in case of failing to produce the bill.

4. Search and analysis of expenses based on period, chapter, project, purpose, category of the bill.

5. A separate page where the Sales (Oasis, Apogee, T-shirts, Marathons) done by the organization at different chapters can also be handled.

6. Option to finance representatives to provide the budget of each project in a chapter which automatically calculates the chapter budget and organization budget.

7. An option to treasurers and Finance director to approve the budget and allocate funds to different projects across chapters.

8. Generating

a. Monthly Statements - chapter wise

b. Tax statements -- organization,

c. Cash-flow statements – organization, chapter-wise

d. Balance sheets, profit-loss statements -- organization, project-wise, chapter-wise.

How frequently will it be updated?

The users can be availed with a option to raise a review-request to the immediate head, which would be communicated to at the very instant by a mail to the registered account.

Who will maintain it?

A maintenance team with good software knowledge needs to be formed for all the developed applications.