

# FINANCE MANUAL



## People's Watch,

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## PREFACE

After more than a decade of functioning, People's Watch is finally coming through with a complete finance manual. We have grown over the years from a simple one person Accountant to a Finance Management System now managed and headed by a Director of Finance and Administration and comprising of six staff. We have moved from dealing with a few lakhs a year to a few crores a year. And due to the accompaniment that has been provided to us throughout this decade and more by our Statutory Auditor and then Financial Advisor and now Financial Advisory Committee, we have moved from a very simple accounting system gradually to a professional Finance Management System. We recall the role of Mr. M. Kandasami in this long journey of ours. We have realized therefore in this long journey that reporting and documentation is crucial in evolving a transparent accountable Finance Management System, the vehicle towards which is this finance manual. The finance manual exemplifies our deeper values of accounts and transparency that the organisation has held close to its heart in this journey of more than a decade.

The intention behind this finance manual therefore is that it is a simple guide to all staff members and the organisation to all partners of the organisation and all those who accompany this organisation in relation to finance like the Government, donors and such related organisations and institutions.

The staff members at the time of their induction are expected to go through this finance manual which will subsequently also be made available in the regional language not only Tamil, but now in Hindi and other languages gradually where we will be having more staff. These staff therefore, know what all they should know in terms of accounting and this will, in addition to procedures, also include formats that are being used by the organisation presently.

The finance manual has taken a long time to come. It was wetted several times by our Finance Advisory Committee, by our Board of Trustees and now is being published as a first draft with their approval. But this is always subjected to change and therefore it is up to you all to ensure that changes that are required are proposed.

I do hope that each one of our staff will go through this manual meticulously and will remember the hard work that each one of you have put for us to reach the stage of this manual.

The finance manual is a product, not that of the finance unit alone, but belongs to each one of you because it is your thrust in transparency and accountability that has led us not only to be transparent in our accounts with all of you, but also to ensure transparency in accounting procedures along with you.

Let this Finance Manual strengthen us further in order to deeper beliefs and convictions about the value of transparency and accountability that we held close to all of us. I specially would like to appreciate the finance team in making this available to all of us.

(HENRI TIPHAGNE)  
Executive Director

Place : Madurai,  
Date : 31<sup>st</sup> December, 2008

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## CHAPTER – 1

### VISION, MISSION & CORE VALUES

#### OUR VISION

*To create a society free of human rights violations and discrimination by cultivating a human rights culture and building a participatory democracy.*

#### OUR MISSION

- Protection of human rights through monitoring human rights violations, intervention and building solidarity with peoples' struggles for human rights.
- Promotion of human rights culture through education and conscientizing larger community

This vision translates into a two-fold mission. To hold the State accountable to its citizens for chronic abuses of their rights by its instrumentalities and to advance a human rights culture disposed to safeguard both the welfare and the freedom of all. Programmatically, this requires:

- Ensuring the transparency and accountability of the State, its institutions, and its representatives
- Promoting human rights campaigns
- Enabling civil society interventions
- Advocacy and lobbying in the field of human rights
- Documenting human rights related information
- Gender sensitization toward gender equality
- Protecting the rights of marginalized peoples
- Empowering the people by imparting knowledge and skills on human rights education
- Advancing the livelihood rights of people

#### Our Core Values and Guiding Principles:

In pursuit of these programmatic goals, PW advances a particular set of values and ethics, incumbent upon it both as an organization and a collection of committed and compassionate

individuals. Each of the following values cannot be seen in isolation. They remain interlinked and lose their relevance when seen in isolation.

- **Faith:** We firmly believe in the power of people and it is this people's power that gets translated into the political system in order to initiate change in society.
- **Pluralism:** Although the dignity of human beings is inherent and indivisible, our society is not homogenous. It is of a composite nature and is culturally and ideologically plural. This plurality will be upheld by each staff member of PW within and outside the organization.
- **Democracy:** It is not a mere political system but a value in itself that simply implies the people. It respects plurality, which also is a value. Democracy respects the dignity of people and strives to uphold the same. Democracy is the right given to people to participate, which is inclusive of the other values listed and guarantees the same. Advocating **participation** internally within PW as well as in the processes that we initiate outside is only to indicate that we respect **equality**
- **Accountability and transparency:** A state that is being created by the people has to be accountable to the people for which it needs to be transparent. Legitimacy of a democratic state comes only when there is accountability and transparency, which can be achieved only by values like **collectivism, solidarity, networking and tolerance**. Collectivism is a value that encompasses participation and sharing. The value of tolerance is especially relevant as we live in a society that is pluralistic in nature. PW therefore will uphold these values of accountability and transparency both within and outside the organization.
- **'Human Rights'** is a value that has to become a culture, the promotion of which needs **courage, perseverance, commitment and honesty**. Human rights encompasses all of the above mentioned values and can be protected and promoted only if they are upheld. Each of us will strive to uphold these human rights in our every day life.

## CHAPTER - II ACCOUNTING SYSTEM

-Accounting and Cashiering are segregated.

### *a) Cashiering:*

#### *Cash Withdrawal*

- Cash withdrawals from the bank are to be made as and when funds are required for programs or for advance for activities from the bank by issuing cheques.

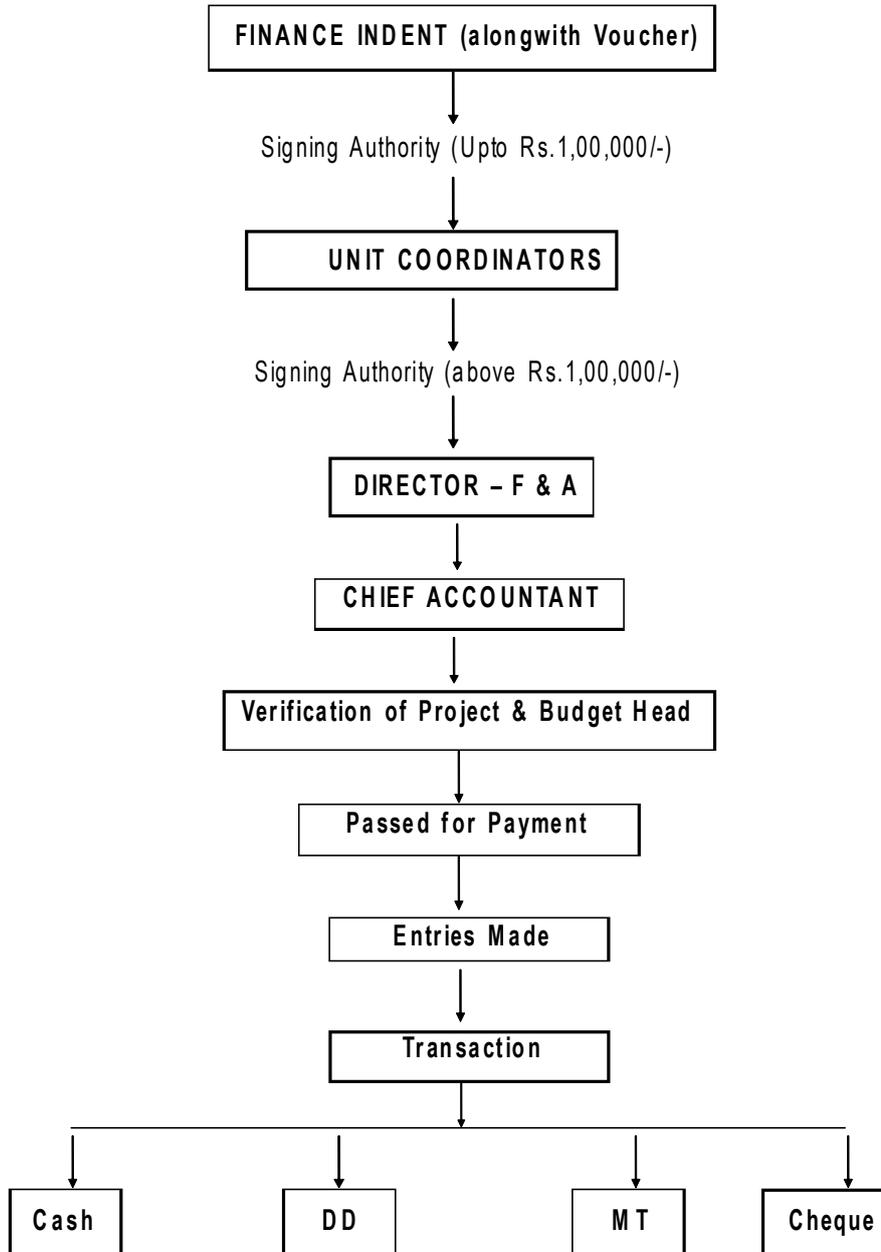
- If the bank withdrawal is less than Rs.25,000/- a single messenger will be deputed. If it exceeds Rs.25,000/- and upto Rs.50,000/- two persons will be deputed to the bank and if the withdrawal is more than Rs.50,000/- a vehicle will also be provided.
- Cash balance shall be upto a maximum of Rs.80,000/-
- Cash balance shall be insured.
- For programs conducted in places other than Madurai city, if the disbursement of money there is more than Rs. 1,00,000/-, the finance unit shall ensure that either one of their staff accompanies the organizers of the program or they ensure that one of the senior staff of the organization accompanies the program to assist in financial matters.
- Cash disbursement at the office shall be from 11 a.m to 4.00 p.m on all working days.
- The Concerned Accountant makes a list of Cash position in each project and hands it over to the Chief Accountant.
- The Chief Accountant, after verification, transfers cash to the Cashier, as per the requirement made by the Cashier for the day.
- Cash disbursement is closed at 4 p.m and the Cashier settles the Accounts to the Chief Accountant.
- The Chief Accountant verifies the Indents, Vouchers and the supporting Bills and checks the accounting statement given by the Cashier. He, then checks the cash balance in the concerned projects, tallies it and then closes the Accounts for the day.
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***b) Payment Procedure***

- HoDs of Units are authorized to sign the Finance Indent to a maximum of Rs.1,00,000/- and Director – Finance & Administration counter sign the Indent for sums above Rs.1,00,000/-The signed Finance Indent shall go to the Chief Accountant.
- The Chief Accountant in turn checks the Budget Head, Project, availability of funds in the project and then passes it for payment.
- If the Payment is below Rs.10,000/-, the Indent would pass on to the Cashier.Indents amounting more than Rs.10,000/- shall be issued through Cheques by the Chief Accountant.
- However, in all program indents, the special approval of the PME for that activity with the relevant PME code shall be mentioned.

The Flow chart given below shall be followed for payments:

**FLOW CHART FOR PAYMENT**



### c) Signing of cheques

The Director – Finance and Administration has been authorized by the Board of Trustees to sign cheque upto the value of Rs.50,000/-

For amount from Rs.50,000/- upto Rs.2,00,000/- the cheques will be jointly signed by Director – F & A and Madurai based Trustee.

For amounts exceeding Rs.2,00,000/- the cheques will be jointly signed by the Director-F&A , Madurai based Trustee and the Financial Trustee.

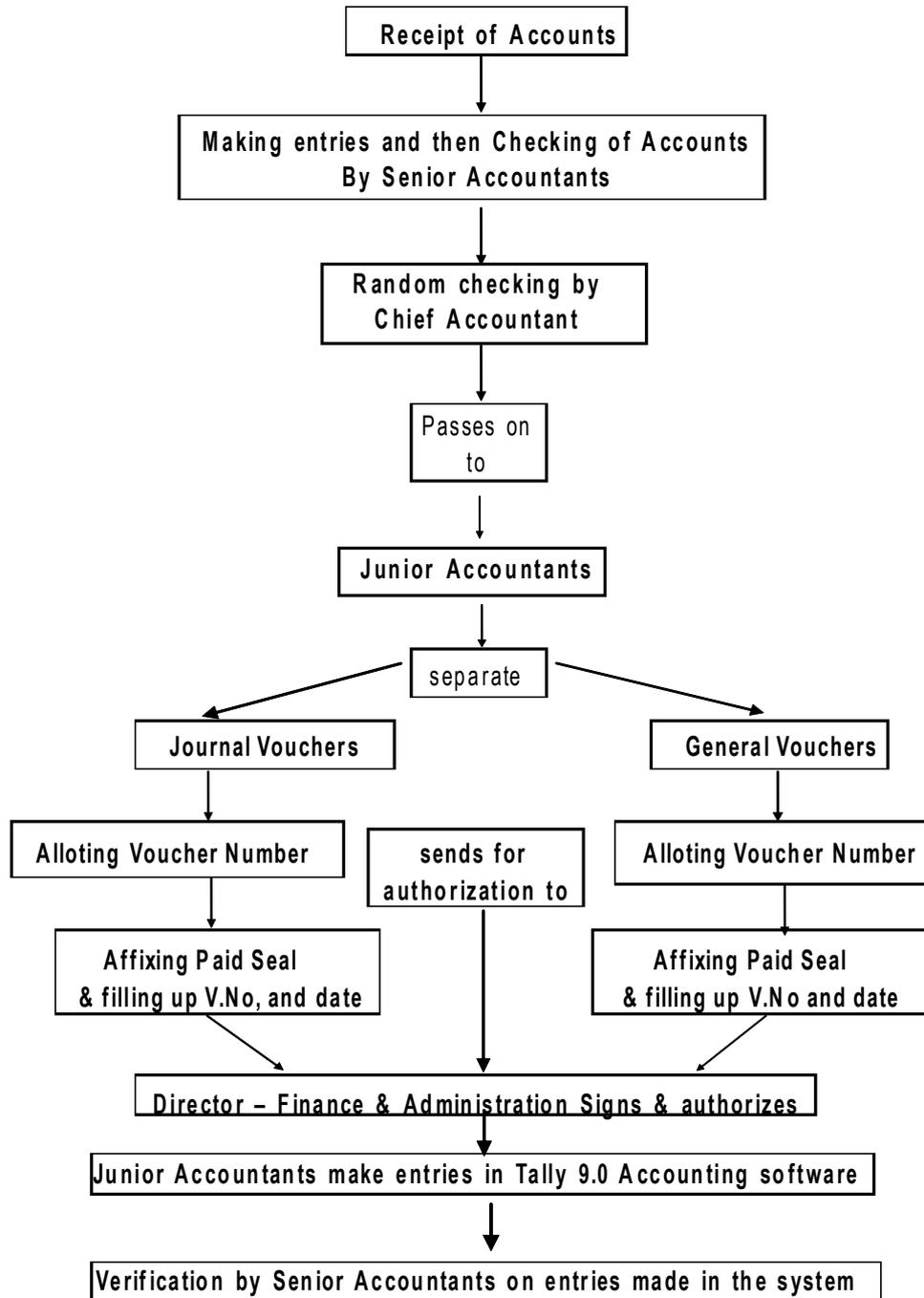
Matters relating to the purchase of assets valued above Rs.20,000/- the suggested procedure will not apply. It shall requires the signature of the Director – F & A, the Madurai based Trustee and the Financial Trustee. This is to ensure that one Trustee including the Financial Trustee is aware of the assets purchased (movable or immovable) above Rs.20,000/-.

### d) Settlement of Accounts

- All staff of PW shall read and study the “**Accounting Guidelines of PW**” very carefully (as given below) and settle their Accounts as per the guidelines.
- The staff in the Headquarters, while settling the Accounts shall hand over the Accounts to the Accountant dealing with the concerned project. While giving the Accounts to the Accounts unit, the program staff shall see whether he / she has made entry in the Accounts Maintenance Register (*Refer Annexure – 1*) which is maintained in the Accounts Unit and get a receipt of acknowledgement.
- Program staff in the field – RMAs and RLOs and others shall send their Accounts to the HoD of their unit in the Headquarters and the Unit Coordinator shall follow the same process while handing over the Accounts to the Accounts Unit.
- Staff of IHRE in Tamilnadu and other states shall send their accounts to the Accountant (IHRE) in the Headquarters and the Accountant shall check and verify the same and send queries directly to the Program Coordinators – National and Tamilnadu and once queries are clarified and then settle the accounts.
- Staff involved in the “National Project of Preventing Torture in India” in other States shall send their accounts to the Administrative Assistant at the National Office. She shall check the Accounts, prepare a Financial Statement and send the same to the Donor.
- Each of the staff are expected to follow meticulously the dates that are specifically indicated to them for setting their monthly accounts
- The Chief Accountant will undertake a random checking of the accounts checked by the Senior Accountants and then pass it to the Junior Accountant for making entries in the Tally.

- The Senior Accountants, after checking the Accounts of their concerned projects, shall give an update of the advances of the particular program staff who is settling the Accounts.
- The Program staff, while settling an advance, shall see that the balance amount, if any, is also settled during the settlement of accounts.
- The Senior Accountants, after receiving the accounts, makes entries in the Accounts Maintenance Register and then checks the Bills and vouchers. After checking the accounts of their concerned projects, they shall pass it on to the Chief Accountant.
- The Chief Accountant makes a random checking of vouchers and supportive Bills and passes it on to the Junior Accountants
- The Junior Accountants separate the journal vouchers and other vouchers accordingly and allot Voucher Numbers for both Journal vouchers and other vouchers, affix Paid seal and fill it up with voucher Number and date in all the Bills and passes them on to the Director – Finance & Administration for authorization with the consent of the Chief Accountant
- Director – F & A again goes through the vouchers and Bills, authorizes and signs them and sends them back to the Accounts Unit.
- After getting the authorization from the Director – Finance & Administration, the Junior Accountants separate the vouchers according to their concerned projects and make entries in the Tally 9.0 Accounting software.
- In the meantime, the Vouchers / Bills of any Assets purchased are separated and then the Senior Accountant who is in charge of maintaining the Asset Register makes entries in the Register and then passes it on to the Junior Accountants for making entries in the Tally 9.0 Accounting software.
- After making entries in the Tally, the Senior Accountants once again verify whether all details are properly entered in the Tally system.

## ACCOUNTS SETTLEMENT PROCEDURES



#### **e) Receipts**

- Separate Receipt Books are maintained for both Foreign contribution and Local contribution.
- When funds are received either from foreign donors or from local donors, the Senior Accountant responsible for maintaining receipt books, prepares the Receipt for the funds received, gets the signature of the Trustee, prepares a covering letter and gets the signature of the Director – F & A and then passes it on to the Despatch Section of the Administration unit for sending the receipt to the concerned Donor within 2 days of the receipt of funds. The deadline is calculated only from the date of realization of funds in our Bank.
- The Person responsible in the Despatch Section of the Administration Unit makes entries in the Postal Register and despatches the Post.
- Receipt of any funds is informed immediately by the Accounts Unit to the Director – F & A, the Director – Programs and the Executive Director.
- Receipt of funds is informed to all the Financial Trustee on a weekly basis by the Director – Finance & Administration.

#### **MAINTENANCE OF TALLY SYSTEM**

- Tally 9.0 accounting software is installed in 4 computers in the Accounts unit. Each system has its own secret password. We have one supervisory password which is handled by the Director – Finance & Administration

#### **f) ACCOUNTING GUIDELINES FOLLOWED IN PEOPLE'S WATCH - Travel**

Original Bus/ Train / Flight Tickets should be produced with details (from – to). The following details are to be produced with tickets: 1.Name of the travelling person, 2.date of travel, 3. From – to, 4.Purpose of travel (this particulars are to be produced with their signature. All the original flight tickets should be substantiated with boarding passes.

- National Director, National Project Officer and other functionaries can avail cheapest flight facilities or can travel in I / II and III A/C train facilities.
- HoDs of different units (including State Law Officers) can avail III A/c Train facility.
- On Emergency cases, Flight travel can be availed only with prior permission from the Management.
- While settling the Air ticket account, the staff should necessarily produce Boarding Pass along with the ticket. If not, the staff should give a Statement that they have travelled on such days.

### People's Watch - Inland Travel Policy

This policy note of People's Watch is limited to in-country travel by staff on duty. The policy note is built on the following basic principles:

1. Staff travel, only for clearly stated program purposes which are necessary to the conduct of an activity.
2. No travel is undertaken without budget provisions
3. No travel is undertaken without prior approval
4. Minimum cost and optimal efficiency should be the thrust
5. Public transport remains as the preferred mode of travel

#### I. Formal Approval

While keeping 'formal approval as the pre-requisite of a travel' as the basis, the document deals with niceties of procedures and formalities attached to a travel.

- All the staff with no exemption and no matter what the mode of travel shall be required to seek formal approval in a form prescribed for the purpose of travel, at least 5 days in advance, except in cases of emergencies and instant activities. All the unit staff below the level of 'Unit Coordinator' shall seek the approval of their Unit Coordinator concerned and it shall be the responsibility of the Unit Coordinator to keep the Director-Programs & HRD informed of the travel of his/her unit staff.
- Senior staff falling in a category of Unit Coordinator and /or above shall seek the formal approval directly from the Executive Director with only information passed on to the Director-Programs & HRD.
- Only under circumstances wherein the formal approval of the ED could not be sought for constraints over communication, approval could be sought from the Director-Programs & HRD by attaching to travel request form, a copy of the email sent to the ED
- The travel request must clearly specify the budget head and must match with the program for which such budget is provided. Any deviation or non-availability of budget must bear the recommendations of the Director-Programs & HRD and Director-Finance & Administration before seeking the approval of the ED.

**II. Mode of Travel:** Keeping in mind the principles governing the travel policy, staff in general are required to use the public transport facilities. However, other modes could be used as well as follows;

1. In general, staff below the level of 'Unit Coordinator' shall be eligible for over night travel either by Luxury bus or by 2<sup>nd</sup> sleeper train. Situations warranting travel by air-conditioned class and/or Tatkal ticketing requires the prior approval of the Director-Finance & Administration, failing of which will make the staff liable. Staff could use auto for local commuting.
2. In general, staff below the category of a "Unit Coordinator" shall not be eligible for use of car, unless other wise the situation warrants. Staff requiring office/hired vehicles shall justify their need in terms of cost efficiency, effectiveness and budget availability. However, such requests shall be encouraged only in cases of combined travel.
3. Staff falling in the category of 'Unit Coordinator' and above shall be eligible for travel by 3<sup>rd</sup> A/C sleeper train/flight and/or use of office/hired car as the case may be. However, the choices of the mode of travel need to be clearly specified in the travel request so that it also gets the approval of the ED.
4. However, air travel could only be considered not only where budget provisions are available but also the travel is over 10 hours by road / rail. The need for air travel is to be justified in terms of cost efficiency, effectiveness and budget availability. Travel shall be planned in advance so as to be able to get cheaper tickets / avoid taking tickets in Tatkaal, as the case may be. As a rule no frills airlines' will be used for Air travel. Any breach in this will have to be justified by the person booking tickets with the Director (F & A). This however shall not apply to senior citizens.
5. As a common rule, the shortest possible route shall be taken – Staff members making a detour for her / his personal purposes shall do so only with prior approval of the tour sanctioning authority. Any deviation from this will make the staff liable to charged for the difference of cost.
6. Circumstances requiring different categories of staff traveling together, the staff at the lower cadre of the hierarchy could be upgraded to travel together with their seniors. However, such upgrading shall be done only with the prior approval of the Director. (Programs)
7. In general, train and air tickets must be booked only through the centralized ticket booking services of the organization. Requests for ticket booking need to be made to the Director -Finance & Administration along with a copy of the travel approval from the authority concerned. The staff responsible for centralized ticket booking shall not entertain requests directly.

**III. Per Diem :** Per Diem is meant to cover, food, refreshments and other incidental allowances one might incur in the course of official travel outside the head quarters. For the purposes of computing per diem, it is to be noted clearly that the term, "Head Quarters" means a station in which a staff is actually posted as per his appointment order.

1. In this understanding no staff shall be eligible for per diem,when s/he undertakes travel within the limits of head quarters and return to the headquarters for night stay. Should there be a dispute in this regard, the decision of the Unit coordinator concerned shall be the final.
2. Staff on deputation at a town other than the head quarters shall consider the deputed place as the "head quarters", should the period of deputation exceeds 2 full weeks. Should there be a dispute in this regard, the decision of the Unit coordinator concerned shall be the final.
3. Staff falling in the category of Unit Coordinator and below shall be eligible for a per diem,of Rs. 150/- per day. However, it shall be Rs. 250/- per day at Chennai and Rs. 500/- per day at other metro cities out side Tamil Nadu. Staff who are being part of a training program shall not claim the regular per diem,but shall be eligible for an incidental allowance of Rs.50/- per day.
4. Staff falling in the category of 'Sr. Program Coordinator' and above shall not claim fixed rates of per diem, but shall be eligible for actual expenses which need be claimed against original bills and receipts.

**IV. Accommodation at outstation:** In principle, all staff shall use the office premises/ guest house, training center as the case may be. Lodging on pay shall not be permitted in stations where in the said above facilities are available.

1. Under circumstances warranting night stay at commercial hotels/lodges, staff falling in the category of "Unit Coordinator" and below shall be eligible for a maximum of Rs.400/- per day within Tamil Nadu and Rs. 750/- per day out side Tamil Nadu, in principle on a twin sharing basis, against submission of bill in proof. Any claims exceeding this ceiling requires the approval/ratification of the Director-Finance & Administration, before submitting to the accounts for settlement.
2. Staff falling in category of "Sr. Program Coordinator' and above shall be eligible for a maximum of Rs.1,000/- per day within Tamil Nadu and Rs.1,500/- per day outside Tamil Nadu, in principle on a twin sharing basis, against submission of bill in proof. Any claims

exceeding this ceiling requires the approval/ratification of the Executive Director, before submitting to the accounts for settlement.

3. None of the staff shall claim expenses on laundry, mini bar, bar and phone calls made by using the hotel phone.

**V. Travel advance & settlement:** Staff are strongly advised to take travel advance for their travel and it is advisable to avoid using personal money and submitting claims for re-imburement after the travel.

Travel advance shall be settled within 5 days of completing the travel.

1. Delay in settling travel advance within the stipulated time shall give the liberty of the Director-Finance & Administration to deduct the advance from the salary of the subsequent month.
2. All expenses made during travel shall be supported by original tickets, bills, invoices as the case may be. No photocopies shall be accepted, except in cases where the originals are submitted already for re-imburement by another agency/organizer. In such cases of re-imburement by others, the staff concerned must take directions from the Director-Finance & Administration about the treatment of the same and settling advances taken from the office. The responsibility of taking directions from the Director-F&A on matters of re-imburement by another agency shall vest with the staff concerned and any negligence on this part shall make the staff liable for disciplinary actions against him/her.
3. Official postage / telegram / telex / trunk call charges incurred during travel shall be reimbursed on production of proper receipts.
4. Official postage / excess luggage charges incurred on account of the organization shall also be paid on production of receipts.
5. Telephone calls made to residence while on outstation duties shall not be charges to People's Watch

**VI. Concerns of safety:** Staff requiring frequent travel as demanded by their nature of work shall;

1. Inform their families of complete details of their travel, including the program, place/s, venue, accommodation, person accompanying, local contact at the place of visit, etc.
2. Ensure that the insurance policy remains valid.

3. Not change the travel plan without prior approval of the authority concerned and inform any change in the program to the family also.
4. Keep with him/her always the official ID card/visiting card
5. Keep with him the details of medication if any being undertaken and inform the accompanying staff of any special health problems/requirements.

#### **Policy for Usage of Office Vehicles**

- For distances of up to 200 km staff shall go by bus.
- For distances between 200 – 400 km office vehicle can be availed if the number of staff traveling is more than 3 and less than 6.
- Staff members shall submit a duly filled vehicle indent in advance to the Vehicle - In - Charge after getting it approved by the HOD.
- Chief functionaries are entitled for pick up and drop based on the discretion of the Chief Executive
- Pick up and drop for Chief Functionaries who reside in the same locality shall be clubbed to save fuel expenses and time
- For travel from the airport, staff members shall take a prepaid taxi and get the fare reimbursed on submission of original bills
- For travel from the Railway Station, staff members shall hire a three wheeler for distances within 7 km and for distances beyond 7 km and within 15 km, a taxi can be hired. Fare shall be reimbursed by the organization on submission of voucher duly signed by the driver or the bill, as the case may be
- If a staff member wants to make use of the office vehicle for personal purposes, she or he shall do so after getting approval of the Vehicle - In – Charge who shall ascertain vehicle and driver availability before doing so. If there is an official purpose for which the vehicle is needed at the time of such request, priority shall be given to the official trip.
- While using office vehicle for personal purposes, the staff member shall pay the organization for the trip @ Rs.4/- per km traveled. This amount shall be revised in accordance with the change in price of diesel / petrol.
- If staff members use their own vehicles for official purposes, they are entitled to claim Rs.4/- per km traveled from the organization.
- If office vehicles are available, other vehicles shall not be hired for official trips.

- Hiring of vehicles shall be done only through the administration and shall not be done directly.
- Staff members traveling in hired vehicles shall sign on the trip sheet and provide the purpose of travel on the same.
- Drivers of office vehicles shall keep trip sheets in the vehicles at all times and shall get the signature of staff / guests traveling before they disembark.
- If staff members traveling in office vehicles have problems with the driver, he / she shall not handle it directly but shall inform the Vehicle - In - Charge or the Director - F&A immediately.
- Staff shall not request for office vehicles just for the sake of transporting training material / books / equipment etc. Instead they shall send the material by public transport and travel by bus.

### **Foreign Travel Policy**

This policy note of People's Watch is limited to abroad travel by staff on duty. The policy note is built on the following basic principles:

#### **Preparations before travel,**

- Foreign travel request form to be submitted by the staff members to the Director (F & A) and shall be formally approved before tickets are purchased.
- The staff selected to participate in the abroad program should have their passport ready well in advance so as to process the visa application at the earliest. The visa expenses will be paid by the organization.
- The overseas medical insurance for staff traveling abroad will be taken care by the organization and the concerned staff members to ensure this atleast three days prior to the travel with the Director, F & A.
- Advance request to be made in case of request for foreign currency required for the travel

#### **Local Travel – In India**

- Vehicles for pick up and drop at the air port / railway station on the arrival or departure would be arranged by the organization on information from the concerned staff.

- In case of any other local travel expense with regard to the program could be claimed on submission of bills from the organization.
- Extra baggage charges can be claimed only when carrying official materials in excess and specifically approved by the Director (F & A)

#### **Requirements during travel**

- Staff members should ensure to carry with them all relevant documents as follows in original and minimum number of photocopies,
  - Valid Passport
  - Visa
  - Insurance papers
  - Invitation for the program – hard copy in the letter head of the inviting organization
  - Return ticket

#### **Allowable Expenses abroad**

- In case of programs where food and accommodation is taken care by the host organization then an allowance of Rs. 7 Euros or 10 Dollars which ever is applicable will be provided to the staff members for any other incidental expenses
- All other expenses like laundry, food bills will not be allowed.
- Staff members are expected to use the mode of transport that is reasonable when undertaking official local travel abroad.
- Telephone expenses / calls internet connection can be used by purchasing local sim cards to control the cost on the phone. Family calls will be allowed as specifically approved in advance by the Director (F & A).
- Use of data card to be avoided where ever possible and instead wireless can be used where ever freely available. If very essential then local browsing centers can be approached to minimize the use of data card. Skype could be used for communication to staff as well as family members

#### **Settling of Accounts**

- Accounts of the travel to be settled completely within five days from the date of return. Kindly ensure that you hand over the remaining foreign currencies immediately on return so that this could avoid exchange rate fluctuations.
- Accounts to be settled along with a tour report.

### **Postage / Fax**

For purchase of postal stamps, the list of postal addresses to which the letters were posted must be attached along with the letter. For all the fax bills, the material that was faxed must be enclosed along with the information as to whom it was faxed.

### **Telephone Calls**

All phone bills should bear the phone number and name of the person to whom you called should be written on the top of the bill with the purpose.

#### **General**

- Bills which are in other languages should be translated in English. The cash bill should indicate the name and address of the supplier, the name of the buyer, the date and description of material, quantity, rate, amount and total of cash bill.
- For credit Bill, receipt or photocopy of the cheque should be attached with the sign of the Vendor.
- Tips, bouquets not allowed.
- Any expenses without bill will not be accepted.

#### **Vouchers**

- While writing vouchers give full details as far as possible (date, place and purpose of expenses).
- All bills to be grouped budget head wise and pasted in A4 size paper and then prepare a statement and voucher for each group.
- The Voucher should read like a story and it should contain all details – Purpose, type of expenses, proper budget head, date, place and so on.
- Amount more than 19,999/- has to be paid by cheque only. Any bills for or more than Rs.5,000/-, the signature should be received on the revenue stamp.
- Where Bills could not be obtained for small amount, handwritten supports with seal and signature of the shop could be obtained (*Refer Annexure 8 & 9 for Voucher format*)

#### **Submission of Accounts – Statement of Accounts**

- The Voucher shall be followed by an Abstract sheet containing Statement of expenses.
- This Statement shall contain details of each Bill and amount.
- Request for further transfer has to be submitted well in advance and only with minimum balance in hand and the transfer would be only after the settlement of accounts for the funds received earlier.
- All Bills / Receipts shall be in the name of CPSC, Madurai-2

- All Vouchers shall be written in the CPSC Vouchers only and Each Voucher shall necessarily be supported by proper original bills and documents.

### **PROCUREMENT PROCEDURES**

Items up to Rs.10,000/- Request for Quotation should be approved by Director – F & A.  
At least three quotations required (Sealed bids are not mandatory).

Items above Rs.10,000/- Request for Quotations should be approved by Director – F & A.  
Request for Quotations needs to be sent to vendors for procurements. Minimum three sealed quotations are required.

Payments for the Goods / Services are the responsibility of the Finance Department.

Finance Unit should check that all required documents are in order:

Goods and Services Indent Form

Request for Quotations

Summary Bid Analysis

Contract of Purchase

Goods Received Note

Invoice (Ensure that the inventory number given for the item purchased).

Ensure that any deduction to be made from the payment is made.

Ensure charging instruction are in accordance with the budget.

Ensure the completeness of the transaction before releasing the final payment to the Vendor.

Purchasing of assets should be done only after consultations with Director – Finance & Administration of PW

## **Purchase System and Stock**

### **Stationery and Computer Consumables**

All Staff should submit a list of stationery required for office work to the Administrative Officer through their unit Co-ordinators, generally, once in three months. Stationery for programmes can however be made two weeks prior to the programme.

Unit Co-ordinators/ HoDs should submit the list of stationery required by their unit, to the Director (Finance and Administration).

The stationery list that is to be given to the Director (Finance and Administration) unit-wise, should be submitted before the last week of February, May, August and November when the Unit Co-ordinator submits a list of stationery needed urgently, to the Director (Finance and Administration), it should be provided without delay

Computer consumables will include Floppy discs, compact discs, toners and printing / copying paper.

Since A4 size paper is used mainly in the computer section, a special Register should be maintained for the utilization of the same. The Register shall be countersigned daily by the Unit Coordinators and once a week by the Director (Finance and Administration).

Whatever materials used in the computer section can be re-used, should be re-used.

A certain amount of stationery products should always be kept available with the Director (Finance and Administration). The Director (Finance and Administration) should always ensure that sufficient stock of essential stationery is available.

The Bulk stationery shall be physically stocked in the Publication stock room.

This stock register shall be maintained by the Director (Finance and Administration) with the assistance of the Campus Superintendent and counter signed on a weekly basis. The Account unit shall verify this Register monthly.

#### **Consultancy Charges:**

- Consultancy charges of any of the staff or organising team members can not be withdrawn from the advances transferred. Consultancy charges shall be sent by the Accounts Department of PW after deducting tax at source.
- For getting Consultancy charges, the concerned person should sign a performance agreement.
  - Honorarium for Resource Persons in all Training Programmes would be fixed program wise based on a performance agreement made between the concerned programme organiser of PW and the resource person with the approval of the Director (Training). This shall not apply to payments being made for less than Rs.500/-. (*Refer Annexure 10, 11& 12*)
  - If any staff of PW are deputed to attend any program outside and if they were to be paid an honorarium for the same, he/she is entitled to keep 60% of the honorarium for themselves and 40% to be handed over to the accounts unit which will be credited towards the corpus fund. There shall be no acceptance of any program outside PW-TN by any staff without the explicit written permission from the Director. ( Program)

- When a staff is deputed for travel as a Resource Person either within or outside the organization, the Director (Programs) shall issue a formal order in writing in a printed format containing all details of the programs, venue, topic, date, timing, preparation, travel details, accommodation, honorarium etc., The Director (Programs) shall hand over a copy of this to the Accounts Department.

#### **Publications**

- Any material that the organisation wants to print / publish has to obtain prior permission / approval from Dr.Devasahayam - HoD, DC & Publications.
- 50 copies of the published material / printed material should be sent to PW immediately after the publication

### **FOR TRAINING PROGRAMS**

#### **Boarding & Lodging**

- For boarding charges at the time of the program, number of persons quoted in the bill should be tallied with the registration forms (participants list)
- It is encouraged that the registration form at trainings also has a photograph of the participant, since this will facilitate follow up work with the participant.
- All food bills [Hotel bills] should be substantiated with the names of persons who took food.
- For all food bills, the number of persons with their names and identity of the persons [Organising team or Resource Team] to be produced along with the bills submitted.
- The number of persons quoted in the lodging bills to be tallied with the registration forms (participants list). For any other small bills the names of the persons stayed to be attached The Bill should also contain Room No, Names of persons stayed, No of days etc., Other expenses like telephone, laundry expenses would be allowed only on exceptional circumstances with a written explanation from the person requiring the facility.

#### **Stationery**

- For Training Programs, Number of stationeries purchased must be tallied with the number of participants signed in the registration form (participants list). Any special items purchased needs clarification for the purchase

- Notebooks could also be printed in a lumpsum by calculating the number of programs to be conducted. So also other resource materials like Pens, Files could also be bought in a lumpsum by following the usual procedures for purchase.

#### **Xerox/printouts**

For every Xerox / printout bills, a copy of the material that was printed or photocopies must be attached

#### **Submission of Accounts**

- All Bills / Receipts shall be in the name of CPSC, Madurai-2
- All Vouchers shall be written in the CPSC Vouchers only and Each Voucher shall necessarily be supported by proper original bills and documents.
- Accounts should be accompanied by the List of participants [Registration Forms] in case of programs.
- Accounts have to be submitted every month or within a week of the completion of the program.

***Refer Annexure 13 &14 for Daily Attendance Sheet***  
***Refer Annexure 15, 16 for Registration Form***

#### **g) BOOK KEEPING**

- Computerised Cash book and Ledger should be maintained project wise.
- Consolidated cash book should be maintained. Cash book print out from computer shall be done every day and the ledger on a quarterly basis.
- Cashiering and accounting are segregated.
- Voucher files should be maintained project wise.
- A register for fixed deposits should be maintained.
- Provident Fund passbook should be maintained.
- A register should be maintained for the cheques issued.
- A file should be maintained for I.T. Challans.

- Separate Bank pass books should be maintained for foreign contributions and local donations.
- Monthly Bank Reconciliation statements should be maintained.
- Monthly, quarterly, half yearly and annual Receipts and Payments should be maintained.
- Bank advice should be filed.
- Program advance register should be maintained.
- Files for correspondence regarding financial matters, should be maintained donor wise at the Accounts Unit, with the Director (Programs) and ED's Office.
- Acquittance roll should be maintained.

## Indents

Indents shall be followed in matters relating to Programme Advance, for Utilising Xerox, for Computer Typing and also for Purchase of Stationeries.

Name of the Donor Agency should be affixed in the indent form with the budget head written on it.

Indent form should not be passed without a clearly written budget head.

The indent form should read like a story, containing all particulars of the program, for which it is made with official name of the programme, venue, No. of participants, date etc.

*(Refer Annexure - 18 )*

## Program Advance

- At the time of taking program advance, the indent must be prepared by the concerned Staff with cash voucher. The concerned staff should fill up the budget head, name of the project, date, place and purpose of expenses in the indent form.
- For every program, names of all the persons involved, should be entered in the program advance indent and voucher.
- No second advance will be given to staff who has not settled the advance already he has received.
- It shall be followed by the penal action of withholding the salary of the concerned staff. His / Her salary will be released only when his/her advances are settled.
- If a Staff receives a program advance, he / she should settle the accounts within the same month. If he / she does not settle in the same month, a notice will be issued to the

staff on the 5<sup>th</sup> day of the following month. The second intimation will go through HoD. The HoDs will respond on the advance status of the concerned staff in their units. If no response is received by 15<sup>th</sup> of the month, the list of staff shall be placed in the default list for withholding the salary..

- Excepting cases of emergencies, all Indents should be handed over to the Finance Department, one day in advance.
- Program advance should be settled within 5 days of the completion of the program.
- The indent form shall have information regarding the previous advance pending settlement.
- At every PME meeting, the Unit Co-ordinator should prepare an approximate budget with budget head and project for all planned programs and a copy should be given to the Accounts Unit.

### **Vehicles**

A Log book is to be maintained for both four wheeler and two wheeler vehicles, wherein all particulars like starting km / closing km/ departure time/ time of arrival/ name of the person for whom the vehicle is sent/ purpose/ destination - local or outside the city etc., have to be included. It should be checked daily by the Campus Superintendent and counter checked by the Director (Finance and Administration).

Indent forms for diesel and petrol expenses should be written and the approval of the Director (Finance and Administration) should be got.

Diesel/ Petrol bills have to be produced. Kms at which diesel/ petrol was filled has to be written on the back of the bill for 2 wheelers and for 4 wheelers along with the Vehicle Account Settlement form.

Vehicle Movement Register has to be maintained so that the whereabouts of the vehicle can be known to the office, at any point of time.

Insurance for all vehicles should be promptly paid and it has to be monitored by the Director (Finance and Administration).

Copy of the RC book, Insurance Policy, Permit and payment of Tax have to be kept at all times in the vehicles. The driver should make sure that all these are inside the vehicle before he starts the vehicle. The copy of these documents should be attested by a Notary Public.

The Director (Finance and Administration) should check the driving license of all the drivers once in 3 months to ensure that it is in order and maintain a Register for this purpose. **Refer No. Annexure No. 19**

## **g) Maintenance of Registers**

### **Fixed Asset Register**

All assets should be purchased in the name of CPSC - Centre for Promotion of Social Concerns.

Purchasing of any asset for PW should be carried out based only on the budget provisions.

For purchase of any asset exceeding Rs.10,000/- a maximum of 3 quotations will be received. The quotations have to be received only by courier service and the covers will be opened only in the HoD meeting where the resolution has to be taken. Reasons should be stated when 3 quotations are not received from different agencies.

A newly purchased asset will be immediately entered in the asset register and asset codes are given accordingly and asset code number is written on the asset itself.

Asset register will be properly maintained by the finance department and should have the following particulars, as per the requirement of the statutory Auditor and Financial Advisor.

- Date
- Name and description of the asset
- Invoice/ Bill number
- Number of assets purchased.
- Value of the asset
- Percentage of depreciation
- Accounting year
- Depreciation Value
- Net value after depreciation
- Asset code
- Name of funding agency

#### **Details of Sale/ Disposal**

- Number of items sold/ disposed
- Date of disposal/ sale
- Value of disposed / sold item
- Remarks

Asset register will be checked by the Director (Finance and Administration) once in a month.

Assets on the move, will be under the entrustment of the concerned staff.

Sale of any asset will be decided only in the Finance Committee meeting and proper reason should be made for the sale, which should be duly informed to the trustees at the following meeting.

- While verification, if any vouchers / bills are found wherein Assets are purchased, the Senior Accountant makes entry in the Asset Register. (The Format of Asset Register is given below.)
- A consolidated Asset Register as well as Project wise Asset Register is maintained.
- The Senior Accountant responsible for maintaining the Asset Register along with the Head of each Unit in the Headquarters makes verification of the Assets with all the configuration as given in the Asset Register once in a month.
- With regard to offices other than Headquarters - All RMA Offices, EU State Offices, HRE State Offices, TLAC Zonal offices – the Senior Accountant makes a check list and this check list is handed over to the Program staff who go for trainings to various states for directly checking the Assets.
- When Assets are taken outside for a program, the program staff who is taking the Assets with him, gives a requisition to the Director – F & A and based on the request, the Senior Accountant fill up the “Assets- in and Outward Forms” and hands over the filled up form to the program staff along with the required items. The same is followed when the items are returned.

#### **Investment Register**

- A consolidated Investment register is maintained in the Accounts Unit. Whenever any investment is made in the Bank by way of Fixed Deposits in any project, the Chief Accountant makes entry in the Register. (*Refer Annexure – 20*) for Investment Register)
- Fixed Deposit is duly encashed when necessary and renewed at proper times.

#### **Salary**

- Salary Disbursement will be made 2 days prior to the last working day of every month.
- Salary of all staff at the Head quarters will be paid only through the Bank to the concerned Staff Bank Account.
- Salary to all field staff will be made only by Bank Transfer. (*Annexure – 21* for salary Deduction Statement)

## Publications

The following Registers shall be maintained by the Publication Unit

- (1) Receipt and bill book
- (2) Stock Register
- (3) Cash Book
- (4) Outgoing mail note
- (5) When publications are given free of cost, an entry to this effect should be made in the books stock account.

The Account book relating to book sale is submitted to the Director (Finance and Administration) once a week for inspection and the cash submitted to the Accountant.

All book stocks should be verified once in 3 months by the Director (Finance and Administration).

### **Library Books**

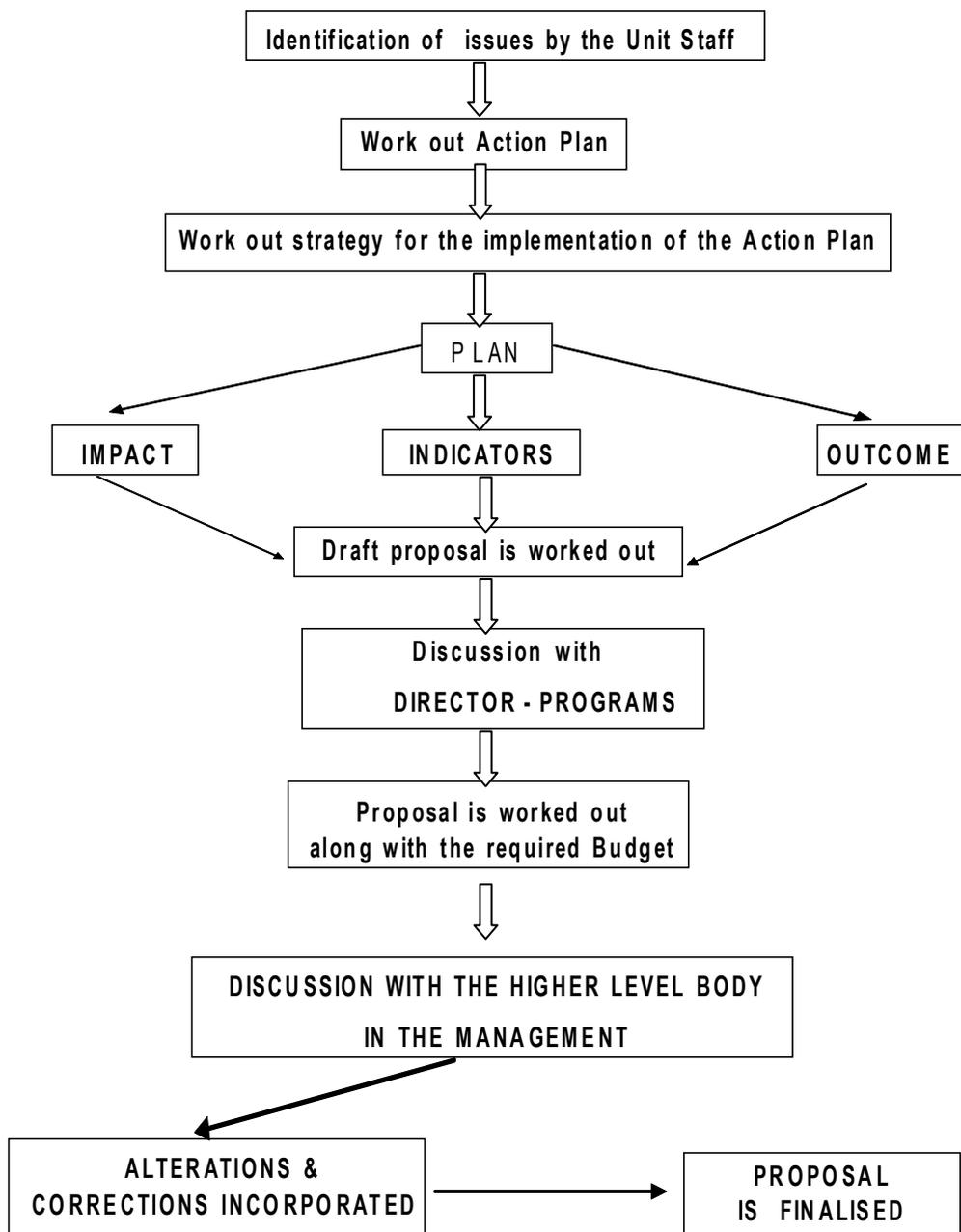
Purchase of new books, stock of existing books and books lent should be noted down separately in relevant registers being maintained for the said purpose.

These registers shall be verified quarterly by the Director (Finance and Administration).

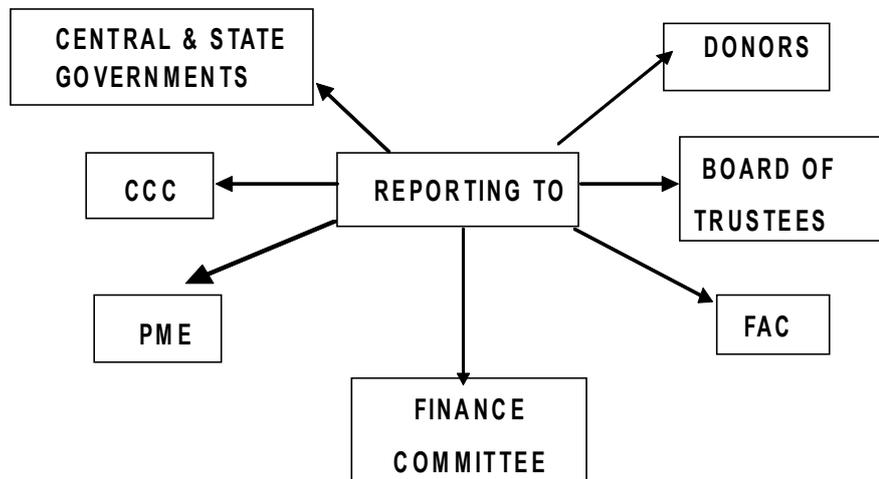
**CHAPTER – III**  
**PLANNING & BUDGETTING**

- The Unit coordinators along with the staff in their unit identify the issues of current importance.
- They sit together and work out an Action Plan.
- Based on the Action plan, they work out the strategy for implementation of the Plan.
- Then they work out Indicators, Impact and outcome of the Action Plan.
- A Proposal is worked out based on the need of the situation.
- They sit with the Director-Programs and discuss with him on this. They plan the Budget accordingly.
- After a discussion with the Director – Programs, the Proposal is taken to the Program committee or higher body for further discussion.
- After discussion with the higher body, the unit coordinators again sit making the corrections, alterations suggested by the higher Body.
- Then the Budget and proposal is finalized.

## PLANNING & BUDGETTING



**CHAPTER – IV**  
**REPORTING SYSTEM**



**REPORTING TO DONORS**

All financial statements to the Donors are prepared according to the financial year as given in their signed contract – either it is April – March or January to December.

In all Reporting either be it financial or narrative, the Project Number, the Project Title and the Project Period should be clearly mentioned.

Financial & Narrative Reports are prepared and submitted to the Donors on a monthly, quarterly, half yearly and on an annual basis based on the requirement from the Donors.

At the end of the project period, a consolidated final financial and narrative report is prepared and sent to the Donors.

All financial and narrative reports are prepared in the prescribed formats given by the Donors in the contracts.

Along with the reports prepared in the formats given by the Donors, a variance statement is also sent to them and in some cases (explained) the reasons for the variance under certain budget heads which have exceeded from the original allotted amount in the budget.

All original vouchers, Bills along with the Cash Book, the Bank Book, the Ledger and the financial statements are sent to the Donors, *if it is required by them in the Cooperation Agreement contract already signed.*

At times of visit by any Donor to PW Office, all particulars requested by them during their visit are provided to them

## **REPORTING TO BOARD OF TRUSTEES**

All financial particulars are provided to the Board of Trustees in all Trustee Meetings which are held once in three months.

These particulars are sent to them well ahead of the Trustee Meeting – before 10 days.

Particulars like project wise receipts and payments are provided in the Meetings and the period is from the previous meeting to the current meeting.

Minutes of the Finance Committee is sent to all Trustees immediately after the FC meeting is over – within 5 days.

All matters related to Finance Management are also placed for discussion in the Trustee Meetings..

In the month of July, the Annual statement of accounts which was discussed and approved in the FAC Meeting are placed before the Trustee Meeting for final approval.

Organisation Budget approved by FAC will be placed in the Trustee Meeting for final approval.

## **REPORTING TO FINANCE ADVISORY COMMITTEE**

FAC meets 2 times a year – January and June of every year.

All financial particulars are provided to FAC Members well in advance.

Particulars like Funds received from Donors, Project wise Receipts and payments account with graphs, details of assets purchased are presented in this meeting.

Accounts unit works on the organization budget in the month of December every year and sends all the documents related to this well in advance, atleast 15 days – to the FAC Members for their approval and action.

In the month of January, the FAC will review the organizational budget for the ensuing financial year.

Minutes of the Finance Committee is sent to all FAC Members immediately after the FC meeting is over – within 5 days.

All matters related to Finance Management are also placed for discussion in the FAC Meetings..

In the June Meeting, the Annual statement of accounts are placed for discussion and approval by the FAC Members.

## REPORTING TO FINANCE COMMITTEE

Members of the Finance Committee

- EXECUTIVE DIRECTOR
- ***DIRECTOR – FINANCE & ADMIN***
- DIRECTOR – PROGRAMS
- CHIEF ACCOUNTANT
- SENIOR ACCOUNTANTS (Two)
- 2 STAFF REPRESENTATIVES (On a rotational basis from every unit)

The Madurai based Trustees shall be invited as Special Invitees to the meeting.

Finance committee Meeting is held once in a month mostly in the last week of every Month.

Between 10th & 15th of every month, HOD & Coordinators meet the Chief Accountant and discuss the monthly variance statements of various projects and write reasons for variance under the program budget heads. Notices for the meeting shall be sent atleast 7 days prior to the meeting

The following materials for all projects are presented for discussion in the Finance Committee every month. *Refer Annexures 22 - 26*

- Monthly variance Statement
- Monthly Receipts & Payments Account
- Consolidated Fund Position upto one week before the commencement of the FC Meeting every month.
- Cash Flow statement for major Projects.
- Pattern of Funding – Ratio analysis (both in figures and graph)
- Pattern of funding – Grant received
- Details of Assets purchased
- Details of program advance to Staff
- Monthly BRS (Bank Reconciliation statement)
- Reporting calendar for the month.

Minutes of the Finance Committee is prepared within 3 days after the FC Meeting.

Minutes of the FC Meeting is sent to the Director – F & A and after verification, it is sent to all the Trustee members and the FAC Members.

Minutes of the previous Meeting is taken to be discussed as one of the major Agendas in all the FC Meetings.

The Senior Accountant responsible for assisting the Director – F & A (for the follow up work of the Pending tasks of the previous Meeting,) prepares an updated list (of the Tasks performed and yet to be performed), gets certification from the Director – F & A and places it for discussion in the FC Meeting.

All materials to be placed in the Finance Committee Meeting are prepared a week ahead and with one copy of the materials, the Accounts Unit sits for a discussion and Review with the Director – F & A. FC Internal Review is held once in 10 days for the updation of the pending tasks of the previous meeting.

The Finance Committee Agenda and other details are provided to the FC Members atleast one day in advance.

### **REPORTING TO PME MEETING**

Accounts Unit reports to PME in its monthly Meeting.

Besides presenting the plan for the ensuing month, the Accounts Unit gives a brief report of the activities carried out in the last month in relation to the plans proposed and the highlights of the FC Meeting.

A detailed list of consolidated fund position is presented in this meeting.

A sketch of unplanned activities, if any in the reporting month, is also presented in this meeting. *(Refer Annexure 27 & 28)*

### **REPORTING TO CCC (COMMITTEE OF CONCERNED CITIZENS)**

People's Watch, in the process of initiating financial transparency in pursuit of its objectives has constituted a Committee of Concerned Citizens (CCC). This committee comprises respectable senior citizens of the city of Madurai drawn from all walks of life. This is because People's Watch believes that an NGO should be accountable to the public in relation to the work it undertakes. The CCC which was constituted in the year 2003 will be invited annually for a meeting when the activities of the organization along with the financial status will be explained to them

People's Watch shall also make available to all members of the CCC an opportunity to freely peruse all documents related to the financial management of the organization such as Cash

Book, Ledger, Bills and Receipts, etc., and then provide an opportunity for receiving the comments and suggestions of the members.

Members of the CCC shall also be extended an invitation for the major events of People's Watch.

Regular communications should be sent to C.C.C. members are also invited to about our activities.

CCC Meeting is held once in a year, But the Members are also invited to visit PW Office once in a month (Every 1<sup>st</sup> Monday of the month).

The Accounts Unit presents the Cash book, the Bank Book and the Ledgers of all Projects as well as the consolidated one and vouchers files of all projects, Receipt Books, all registers maintained by the Accounts unit for their reference and further suggestions / recommendations. The Members go through the documents and give their valuable suggestions and recommendations.

Accounts unit makes note of the recommendations of the CCC Members and pursues them for the betterment of the accounting system in PW

#### **REPORTING TO CENTRAL / STATE GOVERNMENTS**

PW reports to the Central Government every year by way of filing FC3 Annual returns – annual Audited statement of Accounts with the Ministry of Home Affairs.

PW regularly files the FC3 annual returns with the Ministry of Home Affairs before the scheduled time of 31<sup>st</sup> July of every year.

PW reports to Income Tax department by filing annual returns before the scheduled time of 31<sup>st</sup> October every year.

PW reports to the Home Ministry officials when they visit our office requesting for any details either on programs or finance.

PW regularly files the monthly returns as well as annual returns with the PF Department.

#### **REPORTING THROUGH WEBSITE**

All financial Statements of Peoples' Watch are updated in People's Watch Website ([www.pwtn.org](http://www.pwtn.org)) once the Annual Audit is over.

All aspects of Finance Management followed in People's Watch is also presented in the Website. It is updated accordingly.

**CHAPTER – V**  
**MONITORING SYSTEMS**

Linkage of program with Finance is monitored through the PME Meeting.

The PME cell consists of Coordinators of each unit of People's Watch – Tamil Nadu as its members.(Refer *Annexure – 8 and 9* for PME Planning & Reporting formats)

The PME Cell meets once in a month.

In the monthly meetings, each unit presents its report for the previous completed month and also presents plans for the next two months ahead well in advance.

The PME Cell helps us to plan our programs / activities well in advance, monitor the progress of our activities / programs, and take necessary corrective steps if any and to evaluate the effectiveness of our activities and the impact our work has created among the target groups.

The PME also helps us to share the work, progress, problems and ideas of all the units with each other in a most constructive manner.

In order to evaluate the progress of our work in terms of empowerment, sustainability, etc., the PME Cell meets once in three months with three external expert members.

Budgeting variance is given extreme importance in PME Meetings. Each Unit shall give the reason for variance in the budget. Accordingly programs are planned.

Monthly Variance Statement of concerned Projects shall be sent to all concerned Coordinators in the 1<sup>st</sup> week of every month.

That in all cases where there were variances that were unavoidable that had arisen as a result of the manner in which the project was developing, the corresponding Donor shall be informed as early as possible for accepting this variance or making changes in the budget .

Financial activities are followed as planned in the Financial Reporting calendar.

The Director – Finance & Administration carefully follows it and reports to the Finance Committee as and when important tasks are to be taken up in terms of reporting to Donors and other constituents.

In the Finance Committee, the budget variance is discussed and monitored and a warning alarm is given to the program as well the finance staff, if there are any excess expenditure in any budget heads of any of the projects. Hence the budget variance is carefully monitored by both Program and Finance Committee.

The Senior Accountant who assists the Director – F & A, also carefully monitors the budget variance and all other financial tasks including settlement of program advance by the program staff. that are discussed and given extreme importance.

A road map and Frame work is worked out to monitor all the activities of the Finance management in PW. This framework is placed in the FC Meeting for discussion and improvement to the next stage in each of the monitoring systems of the Finance Management of PW.

The Director – F & A carefully monitors the components of Staff Policy and Finance Policy and also monitors the implementation of these policies in the organization.

### **INTER PROJECT TRANSFERS**

Inter Project Transfers are not encouraged in the organization and only in extreme circumstances, Inter Project Transfers could be undertaken.

In case, under extreme circumstances, Inter Project Transfers are undertaken, this should be repaid within the audit Quarter Period (3 months time) so that the Transferred amount could not figure in the quarterly audit report of the Auditor.

In cases where IPT was to be resorted to, it should be with the express knowledge and written permission of the Donor concerned and not an oral agreement between the Executive Director and the Donor.

This would further mean that all projects being implemented in PW would have a written contract and where this was not possible for some reason, that there would be clear conditions in writing authorizing the ED to proceed with the implementation of the project.

It is also hereby emphasized that even the CORPUS FUND of the organization also could not be diverted for Inter Project Transfers.

**CHAPTER - VI**  
**LEGAL COMPLIANCE**

**PEOPLE'S WATCH is a program unit of CPSC.**

**CPSC has got legal registration at all Government levels as follows.**

<b>Date</b>	<b>Act</b>	<b>Nature</b>	<b>Registration Number</b>
17 <sup>th</sup> November 1981	Indian Trusts Act 1882	Registered as a Trust	506 / 1981
18 <sup>th</sup> February 1983	Income Tax Act 1961	12(A)Registration	61 / 1983
7 <sup>th</sup> May 1983	Income Tax Act 1961	TAN (Tax Deduction Account Number) Registration	MRIC00244G
29 <sup>th</sup> August 1985	Foreign Contribution Regulation Act 1976	FCRA Registration	075940138
22 <sup>nd</sup> August 2000	u/s 139A(5) and u/s 272A(d) of Income Tax Act 1961	PAN – Permanent Account Number Registration	AAATC2346P
25 <sup>th</sup> February 2002	Foreign Contribution Regulation Act 1976	FCRA Registration (Change of Address)	075940138
23 <sup>rd</sup> January 2006	Employers Provident Fund and Miscellaneous Provisions Act 1952	Registration with PF Department	TN / MD / M-4 / 57589
29 <sup>th</sup> March 2006	u/s 80G (5) (vi) of Income Tax Act 1961	Registration for 80G Exemption	C.No 1612 / 71 / 82-83 (valid from 29 <sup>th</sup> March 2006 to 31 <sup>st</sup> March 2007)

**CHAPTER VII**  
**FINANCE MANAGEMENT**

Annual Maintenance Contract (AMC)

- Annual maintenance contract is to be made for computers, xerox and fax machines, printers, generators, U.P.S., Batteries etc.
- If AMC has been made already, the Director (Finance and Administration) should give a 'warning message' before 1 month of the expiry of the AMC period.
- AMC 'with spare' and 'without spare' should be made separately and signed.
- AMC is not necessary for articles that have warranty.
- Approval should be obtained by the Director (Finance and Administration) to draw an AMC.
- Quotations from various agencies should be obtained before making an AMC and these quotations should be verified.
- A separate register should be maintained to obtain signature of the service engineer who does repair/ maintenance work of an article for which AMC has been drawn.
- When service engineers come to the field, a person, who is in-charge should always be nearby.
- A separate register, meant for all AMCs, should be maintained.
- While making an AMC, the concerned agency's terms and conditions should be carefully studied before signing.
- The Director (Finance and Administration) will be the signing authority in the agreement contract.

**Registers**

- Registers are of fundamental importance to the compilation of the statistics needed to monitor short term developments. Registers are maintained for documenting/ streamlining the work we do. This is a record of past events and incidents.
- For easier administration, the following registers are maintained.
  - Attendance Register
  - Movement Register
  - Visitors Register

- Inmates Register
  - Leave Register
  - Incoming Post Register
  - Postal Register
  - Courier Service Register
  - Postal Stamp Account Register
  - Telephone (Daily) Register
  - Public Telephone Register
  - Message Register
  - Phonogram Register
  - UPS Register
  - Generator Register
  - Vehicles log book
  - Assets register
  - Grocery stock register
  - Events Register
  - Printout Register
  - Staff Mess Register
  - Victims Mess Register
  - Guests Mess Register
  - Stationery Register
- All registers are to be checked by the Director (Finance and Administration) or his Assistant and the review is to be done in the Monthly Administration Meeting.

### **Local Fund Raising**

PW believes in local fund raising. This is not for the sake of funds alone but for the cause for which this fund raising is done. Every staff will contribute something to this fund according to their capacity.

## **Corpus Fund**

Corpus fund refers to money donated to an organisation for charity purpose with the provision that principle amount will not be spent, but the income from the principle amount or corpus could be used to the purpose of the organisation.

Corpus fund would be worked out. This fund shall be utilized for human rights work. A target of Rs.5,00,000/- in a year has been fixed, for creating the corpus fund.

## **Bank Control**

Board of Trustees has authorized 3 persons to be the Signatories for signing the cheque for withdrawal of any amount from the Bank.

1. Chairperson
2. Executive Trustee
3. Financial Trustee

Of these three, any two persons would be signatories. It would be either

Executive Trustee & Financial Trustee (or)

Executive Trustee & Chairperson (or)

Financial Trustee & Chairperson

The Bankers are well informed of any changes in this process, accompanied by the Minutes of the Board of Trustees as and when it occurs.

## **Handing Over Procedures**

The Management shall monitor the following procedures when a Staff leave or resign from CPSC on various reasons.

- Letter of Resignation providing one month advance notice.
- Settlement of all personal advances by the Staff
- Settlement of any program advance pending in his / her name.
- All official documents to be received from the Staff
- Settlement of all Stationery Items, Equipments, Vehicles given to him / her at the time of appointment.
- The Staff who leaves / resigns shall ensure that he / she guides the succeeding Staff the nature of his work and all details with regard to this.
- A handing over form shall be designed where the Director – F & A and Director – Programs inform that the staff has settled and cleared every thing.

- A formal letter to be given to the Staff after receipt of all the above said items.
- An experience Certificate shall be provided to the Staff on requirement from him / her.
- After all the above, settlement of his / her Personal Accounts – Salary, PF, Gratuity etc., due to the Staff.
- If any disciplinary proceedings to be taken against a staff, step by step procedures commencing with oral warning and ending with the extreme measure of dismissal; in cases requiring dismissal, suspension of the concerned staff to be adhered first so as to identify other persons who are also involved in the crime.

### **Documentation of Donor Contract & Correspondence**

- The Documents of Agreement Contract received from different Donors shall be documented in a separate file. Three Copies of it shall be taken and kept in 3 important Units that deal with them.
  - a) Executive Director's Office
  - b) Director, Programme Secretary
  - c) Finance Department
- A separate file shall be maintained for all correspondence with the Funding Partners.

### **Investments**

Excess Grant in the Bank shall be invested in Short term Fixed Deposit and Bank Interests shall be added with the Grant of the Respective Donors.

### **Finance Staff & Training**

- If any new staff is appointed in the finance department, the job description shall be framed and handed over and informed to him or her.
- Finance staff assessment shall be introduced.
- Finance Staff shall be sent for Trainings at different places in order to update the latest Accounting Procedures and other requirements of the Government and the organization.

### **AMENDMENTS AND INTERPRETATIONS**

No amendment to the Finance Manual shall be made unless due notice of the proposed Amendments in provided is writing setting forth the Amendment which shall be placed before the FAC after being considered in the Finance Committee. The approved amendment from FAC shall then be presented in the Board Meeting for ratification and format acceptance.

## CHAPTER – IX

### **Anti Fraud Policy**

Anti Fraud Policy aims to develop a culture in the organization which raises awareness of the risks and consequences of Fraud. PW requires all staff at all times to act with honesty and with integrity to safeguard the public resources. Many of the offences that comes under fraud are covered by Indian Penal Code.

High level Disciplinary Committee of People's Watch shall involve into serious and prompt investigation of any fraudulent activities of the staff concerned.

Fraud activities involve

- a) Deceiving the organization with an intention of gaining personal advantage
  - b) Mishandling of organisation's properties
  - c) Submitting False Travel claims
  - d) Misappropriation of financial resources of the organization..
  - e) Using Organisations' name and popularity for their personal gain.
  - f) Misappropriation of program advances given to a particular staff either during the program or after the program.
1. People's Watch will never tolerate any allegation of Fraud.
  2. Any allegation of fraud cases will be seriously and promptly investigated by the Disciplinary Committee irrespective of position or experience of the staff in the organization.
  3. In case any fraudulent activity is found, where there have been failures of supervision, disciplinary action will be initiated against those responsible at the supervisory level also.
  4. Any loses resulting from any fraud case, shall be recovered either through negotiation or through legal means.
  5. All fraud cases will be placed in the Board for their knowledge and decision.
  6. Severe disciplinary action shall be taken against perpetrators of fraud, including appropriate action to recover assets, if any involved in the fraud case.
  7. The disciplinary committee members shall be appointed by ED and approved by the Board of Trustees.

The Disciplinary Committee shall be evolved to maintain the records and subsequently monitor all discovered cases of fraud.

Preventive measures

- All payments shall be made only directly to the Vendors and not in the name of the staff.
- All travel accounts of the staff shall be strictly scrutinized by the respective coordinators as per the guidelines given in the Travel Policy.
- Program advance shall not be kept by the staff for a long time even after the program is over This should be settled immediately as per the guidelines given in the Manual.
- Periodical physical verification of cash in the Accounts Unit atleast 3 times a month by the Dir-F & A

### **Conflicts of interest and Disclosure of related parties**

Conflicts of interest occur when a staff involve in external activities which may inappropriately influence the staff's ability to carry out his / her responsibilities in the organization. The main objective of this policy is to protect the staff from undue suspicion. In most cases, conflicts of interest arise when the staff does not openly acknowledge their personal commitments outside the organization. Disciplinary action shall be taken against Staff who are involved in the following processes.

- a. Any Staff who come to know of any external activity of any of the staff which may impinge on their discharge of duties, shall inform the Management without any hesitation.
- b. Any staff found to be in a situation where he / she offers more time and creative energy to external activities which in turn affect his / her involvement in the responsibilities of the organisation.
- c. Situation in which the staff assumes responsibility for an outside organization that divert his/her attention in performing the assigned duties.
- d. The staff shall not be in a decision making role in outside organizations.

The staff shall disclose the conflicts of interest in writing which shall include a brief statement of the nature and extent of the conflict he / she is involved..

Unit Heads should be carefully aware of all conflicts of interest of a particular staff under their control.

All new staff shall be informed of this policy.

If the relatives of the Board Members or senior level staff are appointed that has to be approved by the Board Members.

## CHAPTER – X

### AUDITING

Statutory Auditor is appointed by the Board of Trustees every year.

An Appointment order to this effect is given to the Statutory Auditor before he comes for the 1<sup>st</sup> Quarterly Audit in July.

Audit is held once in 3 months - July, October, January and in April – May Annual Audit is being done by the Statutory Auditor.

Every times when the Audit begins, based on the requisition from the Auditor, we submit the following documents.

1. CPSC Book Chart
2. List of Projects
3. Project Documentation Status
4. List of Books maintained for each project.
5. Overview of program status Management
6. Donor AGREEMENT Copies
7. Budget copies of projects to be audited
8. Bank advice copies for the funds received during this period
9. Grant letter of projects during this period
10. Budget comparison statements.
11. List of Utilization certificates to be prepared during the auditing period.
12. Bank Reconciliation Statements
13. Pending Program advance list at the end of the period
14. Details of Fixed Deposits and copies
15. List of Inter Project Transfers
16. Signed Receipts & Payments Account for all projects

17. Cash confirmation certificate
18. Bank confirmation certificate
19. FD confirmation certificate.

The Auditor and audit staff go through these documents and then come prepared for Audit. 3 to 4 audit staff come to PW Office and start checking vouchers and other Bills and all other formalities. Among them, one person completely looks after implementation of all Finance Management activities of PW.

After checking of vouchers are over, the audit staff sit with the Senior Accountants and discuss with them on the points of concern in their concerned projects.

The Audit Manager prepares a draft Management Letter and discusses with the Chief Accountant before finalizing the Management Letter for the period.

When Management Letter is issued, the Chief Accountant writes his comments on this and passes it on to Director – F & A and then after a through reading Director – F & A passes it on the Executive Director for a detailed response and then it is sent to the Audit Staff.

The Statutory Auditor visits PW office in the beginning of the Auditing and also at the end of the auditing period to have an outlook on linkage of program with finance. He meets Director – F & A, Director- Programs to have an appraisal of the Finance Management systems followed in PW.

During Audit, the Senior Accountants prepare Utilization Certificates as required by the Donors for this period and hands them over to the Audit Manager for getting it corrected and signed by the Auditor. *(Refer Annexure – 33)*

The issuance of a **Management Letter (ML)** by the statutory auditor and response to the ML by way of compliance status after completion of each and every quarterly audit.

Since the ML would provide us an opportunity of solving several existing problems, speedy response and compliance to the same shall be provided by the Functionary of the organization.

The Management Letter shall have a compliance report to the special conditions in the Donor contract of the auditor so that the adherence to these special conditions could be better monitored.

**CHAPTER – XI**  
**ROLE OF GOVERNANCE**

**FINANCE COMMITTEE**

The Main Objectives of the Finance Committee are

- To provide its Members an opportunity to discuss and receive In-depth information on items pending for action and also for future course of action on certain items.
- To manage the financial resources in a cost effective, controlled and accountable way.
- To manage Financial operations more efficiently and effectively
- To work plans for the implementation of agreed strategies and policies
- To formulate and implement Finance Policy, Staff Policy and Finance Manual of the organization.
- To perform any other activity as the Committee deem appropriate for the smooth functioning of the organization.
- Meeting to proceed on an agenda with a common framework looking at each system in Finance Management
- Meeting minutes to provide percentage of compliance of previous meeting.
- Such monthly financial project-wise statement shall be prepared by the Specific Accountant responsible for the project which shall in turn be verified by the Chief Accountant before being handed over to the Director (Finance and Administration) and the Finance Committee. At the Planning, Monitoring and Evaluation Cell (PME Cell) meeting of People's Watch the budgets that have over-shot shall be specifically reported during the quarterly meetings of the PME Cell.
- The minutes of this Finance committee meeting shall be circulated to all the Unit Co-ordinators/ HoD of People's Watch in order that all Co-ordinators are adequately informed about the financial matters of the organizations.

**C.C.C. - Committee of Concerned Citizens**

- a. This committee comprises respectable senior citizens of the city of Madurai drawn from all walks of life. This is because People's Watch believes that an NGO should be accountable to the public in relation to the work it undertakes. The CCC which was constituted in the year 2003 will be invited annually for a meeting when the activities of

the organization along with the financial status will be explained to them. Now CCC Members are invited to visit PW Office on a monthly basis.

- b. People's Watch shall also make available to all members of the CCC an opportunity to freely peruse all documents related to the financial management of PW.
- c. Cash Book, Ledger, Bills and Receipts, etc., are provided to Members and the Members go through them and give their comments, suggestions and recommendation.

### **FINANCE ADVISORY COMMITTEE**

To increase its capacity on Finance Policy matters and to increase the checks and balances in the organization, CPSC appointed a Financial Advisory Committee, which reports directly to the Board of Trustees.

FAC Meets once in 6 months

FAC reports to CPSC Board of Trustees through Executive Director

FAC reports will be sent directly to the Board of Trustees and it will be discussed as one of the Agendas in the Trustees Meetings

FAC takes the entire responsibility of overseeing the Financial Management of PW.

Every year, the FAC would request a Special Consultant to review the Financial Management of the organization based on certain criteria that it would come up with and request the Consultant to submit the report to the FAC after duly visiting the office of PW.

The FAC would engage itself in a very intensive yearly review of the Financial Management of PW based on the report of the on site inspection undertaken by the Consultant and would come up with recommendations that are useful for the organization.

FAC will review the organization Budget for the ensuing financial year. The PW staff should sit and work out well on this in the month of December and send all the documents related to this well in advance, atleast 15 days – to the FAC Members for their review and action.

### **BOARD OF TRUSTEES**

Trustees meet once in 3 months.

Governing Board is the decision making Body.

Chairperson conducts the Trustee Meetings.

Executive Trustee and Financial Trustee sign in all the registered documents related to Government. They also sign in the Income Tax, FC and other related documents.

Trustees are also one of the authorized signatories in all financial dealings.

Trustees motivate the organization to involve more effectively to pursue its objective.

All matters discussed in the Finance Committee, Program Committee and Finance Advisory Committee are placed in the meeting of the Board of Trustees for their approval.

**Annexure – 1**

**ACCOUNTS MAINTENANCE REGISTER**

**(Model Format)**

S.No	Advance given on	Adv. Given to	Project	Details	Accounts received on

Advance amount	Total expenses	Balance amount received	Signature	Accounts checked on	Accounts incorporated on

**ANNEXURE - 2**

**PEOPLE'S WATCH - TAMILNADU**

**TAXI / AUTO - CASH VOUCHER**

Rs.  Date : .....

Paid to

Mr. ....Driver of vechile No :- .....

Rs. In Words .....

.....

Travel from .....To: .....

Purpose :- .....

Signature of staff travelled

Receiver's Signature





Name (s) & Designation (s) of the Persons travelled along with the staff member

Sl.No	Name	Designation	Signature with Date

**Receiver's Signature**

---

**Note : If the amount is paid by Cheque indicate Cheque No. & Date**

**Finance Officer**

**Accountant**

**Director**

Name (s) & Designation (s) of the Persons travelled along with the staff member

Sl. No.	Name	Designation	Signature with Date

Receiver's Signature

**Note : If the amount is paid by Cheque indicate Cheque No. & Date**

Finance Officer

Accountant

Director

# Annexure – 5

## Name of the Program

Date:

Place:

**Organized by:**

*People's Watch (PW), Madurai*

Sponsored by: -----

### Traveling Expenses Reimbursement Form

1. Name of Traveling Person:

2. Organisation:

3. Address:

4. Purpose of Travel:

5. Duration of travel: From \_\_\_\_\_ Date \_\_\_\_\_ Hrs.

\_\_\_\_\_ To \_\_\_\_\_ Date \_\_\_\_\_ Hrs

6. Travel costs:

a) From	To	Mode of Travel	Class	
Amount.				Rs.

\_\_\_\_\_ Rs.

\_\_\_\_\_ Rs.

b) Local Travel details:

Rs. \_\_\_\_\_

Total Claim Rs.

Net amount receivable /refundable Rs.

Approved by:

Date:

Signature of claimant

---

### Receipt

Received a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in lieu of my above claims.

Date:

Signature of recipien

Annexure - 6  
**PROGRAM**

Date

Venue.

Organized by: Institute of Human Rights Education of People's Watch

**Traveling Expenses Reimbursement Form**

1. Name of the Teacher : \_\_\_\_\_
  2. Name of the Student -01: \_\_\_\_\_
  3. Name of the Student -02: \_\_\_\_\_
  4. Name of the School : \_\_\_\_\_
  5. Address of the School : \_\_\_\_\_
  6. Purpose of Travel: \_\_\_\_\_
  7. Duration of travel: From \_\_\_\_\_ Date \_\_\_\_\_ Hrs. \_\_\_\_\_  
To \_\_\_\_\_ Date \_\_\_\_\_ Hrs \_\_\_\_\_
  8. Travel costs:
    - a) 

From	To	Mode of Travel	Class	Amount.
_____	_____	_____	_____	Rs. _____
_____	_____	_____	_____	Rs. _____
_____	_____	_____	_____	Rs. _____
    - b) Any other expenses (if any) (Please specify details and attach supports)  
\_\_\_\_\_ Rs. \_\_\_\_\_
- Total Claim Rs. \_\_\_\_\_
- Net amount receivable /refundable Rs. \_\_\_\_\_
- Approved by: \_\_\_\_\_ date \_\_\_\_\_ Signature of claimant
1. \_\_\_\_\_
2. \_\_\_\_\_

---

---

**Receipt**

Received a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in lieu of my above claims.

Date:

Signature of recipient

***Annexure - 7***  
***Human Rights Education***

Date

Venue

<b><i>Traveling Allowance Reimbursement Form</i></b>
--

Name of the Student :

Name of the School :

Place :

Date:

S.No	Place of Departure	Place of Destination	Amount	
			Rs	Ps
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
		Total		

Received Rs.....(Rs.....) as traveling allowance,  
for participating in the human rights education

Student's Signature

Signature of the Program Coordinator

## VOUCHER FORMAT

CENTRE FOR PROMOTION OF SOCIAL CONCERNS  
MADURAI

A Registered Trust - No. 506/81

V. No.

**CASH / BANK VOUCHER**

Date

To  
.....  
.....  
.....

Project : ..... (P.W.TN)

Head of A/C : .....

Date	Particulars	Amount

Rupees .....only, cheque no.....dt.....

Received with thanks from CPSC a sum Rupees .....

..... only as detailed above.

STAMP

Checked by

Passed for Payment

Payee Signature

**During Training Programs / Meetings / conferences/ workshops / seminars, the Program schedule, Invitation, Registration List preferably with photos, and daily attendance to participants is being encouraged to be filed along with the Voucher.**

**Annexure – 9**  
**CENTRE FOR PROMOTION OF SOCIAL CONCERNS**  
**MADURAI**

A Registered Trust – No. 506 / 81

V.No.

**CASH / BANK VOUCHER**

**Date**

--	--	--	--	--	--	--

To .....	Project: <u>E.U. – F.N.St. "Project on Preventing Torture in India: From Public Awareness to State Accountability"</u> (P.W.TN)		
.....	National / State Office: .....		
.....	Head of A/C : .....		
.....	Activity Code : .....		
<b>Date</b>	<b>Particulars</b>	<b>Amount</b>	

Rupees \_\_\_\_\_ only, Cheque no. \_\_\_\_\_ Dt. \_\_\_\_\_ Received with thanks from CPSC a sui  
 Rupees \_\_\_\_\_ only as detailed above.

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

**STAMP**

Annexure - 10  
Name of the Program

Date:

Place:

Organized by:

People's Watch – Tamil Nadu

Sponsored by: \_\_\_\_\_

**PERFORMANCE ARRANGEMENT FORM**

*Herewith an Agreement of performance / Remuneration is concluded between People's Watch on the one side and \_\_\_\_\_ on the other side hereinafter called the consultant/performer*

*The consultant/performer renders in his / her capacity as a Resource Person the following services*

*during the period on \_\_\_\_\_ for the performance agreed upon as above, People's Watch will pay the consultant/performer a total fee in the amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only)*

Place:

Place :

Date:

Date :

For People's Watch

Consultant/Performer

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name:

Address:

Designation: \_\_\_\_\_, PW-TN

---

RECEIPT

*I herewith certify having received the amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) in cash for my performances in accordance with the above mentioned agreement.*

Place:

Date:

Signature: \_\_\_\_\_

## Annexure - 11

# EU-FNSt National Project on Preventing Torture in India: From Public Awareness to State Accountability National Preparatory meeting



Date:

Venue :

Funded by: European Union & Friedrich Naumann Stiftung, New Delhi

Implemented by : People's Watch (PW), Madurai

### PERFORMANCE ARRANGEMENT FORM

*Herewith an Agreement of performance / Remuneration is concluded between People's Watch on the one side and \_\_\_\_\_ on the other side hereinafter called the consultant/performer*

*The consultant/performer renders in his / her capacity as a Resource Person the following services*

*For the performance agreed upon as above, the People's Watch will pay the consultant/performer a total fee in the amount of Rs. \_\_\_\_\_ - (Rupees **only**).*

Place: Madurai

Place: Madurai

Date:

Date:

For the EU Project

Consultant/Performer

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name

Address

Designation \_\_\_\_\_

### RECEIPT

*I herewith certify having received the amount of Rs \_\_\_\_\_ /- (Rupees **only**). in cash for my performances in accordance with the above mentioned agreement*

Place: Madurai

Date:

Signature: \_\_\_\_\_

Annexure - 12

Proforma B

**EU-FNSt National Project on  
Preventing Torture in India: From Public Awareness to State Accountability**



PERFORMANCE ARRANGEMENT FORM			
<p>Herewith an Agreement of performance/Remuneration is concluded between the (Name of the Partner) on one side and (name of the performer) Mr./Ms _____ on the other side hereinafter called the consultant/performer.</p> <p>The consultant/performer renders in his/her capacity as _____</p> <p>The following services:</p> <p>a) _____</p> <p>b) _____</p> <p>during the period from _____ to _____</p> <p>For the performance agreed upon as above, the _____ will pay _____</p> <p>The consultant/performer a total fee (amount in figures) _____ (Amount in words) subject the Deduction of income tax etc. as applicable as per the statute of the country. <b>(Any Amount in addition to the fee payable viz. travel expenses etc. must be clearly mentioned in this Performance Arrangement Form)</b></p>			
Place		Place	
Date		Date	
<b>For Partner Organisation</b>		<b>Consultant/Performer</b>	
Signature		Signature	
Name		Name	
Designation		Designation	
<p align="center"><b><u>Receipt</u></b></p> <p>I herewith certify having received the amount of Rs. (in figures) _____ (in Words) in cash/cheque no. _____ dated _____ for my performance in accordance with the above mentioned agreement.</p> <p>Place _____ Date _____ Signature _____</p>			



Annexure - 14

Training Program on.....

Date:

Venue:

Daily Attendance Sheet

S. No.	Name	Signature

Annexure - 15  
People's Watch, Madurai  
REGISTRATION FORM

Program.....

Venue.....

Date.....

S. No.	Name	Address	Contact Number	Signature

**Annexure -16**

**INSTITUTE FOR HUMAN RIGHTS EDUCATION  
PROGRAM.....**

**Date :**

**Venue:**

**REGISTRATION FORM**

S.No	School Address		Residential Address	
01	Teacher's Name  Address  Phone No.		Address  Phone No Signature	
02	Student's Name  Address  Phone No.		Address  Phone No Signature	
03	Student's Name  Address  Phone No		Address Phone No  Signature	

Annexure - 17

**CENTRE FOR PROMOTION SOCIAL CONCERNS**

MADURAI

Voucher No. \_\_\_\_\_

Date : \_\_\_\_\_ 200

**PETTY CASH PAYMENT VOUCHER**

		Rs.	Ps.
Account Head _____			
Towards _____			
Rupees :			
Received Payment			

Signature \_\_\_\_\_

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_

Annexure - 18

**PEOPLE'S WATCH - TAMILNADU**

**Finance Indent Form**

Date : .....

Amount Rs.	Ps.	Particulars	Budget Head	Remarks		
				Cash	D.D.	Cheque

Approved by \_\_\_\_\_

Head of the Unit \_\_\_\_\_

**Annexure - 19**

PEOPLE'S WATCH 6a, vallabhai road, Chokkikulam, Madurai - 625 002									
VEHICLES FORMAT									
S.NO	DATE	VEHICLE NO	DETAILS						
			FROM	TIME	TO	TIME	STARTING K.M	CLOSING K.M	









## Annexure - 23

### CENTRE FOR PROMOTION OF SOCIAL CONCERNS

#### FUND POSITION AS ON ----- PERIOD

S.No	Project	Cash and Bank Balance	Loans & Advances given	Loans received	Fixed Deposit	Total Balance
1	Project 1					
2	Project 2					
3	Project 3					
4	Project 4					
5	Project 5					
6	Project 6					
7	Project 7					
8	Project 8					
9	Project 9					

TOTAL

## Annexure - 24

### Centre for Promotion of Social Concerns Cash Flow Projection for -----

Name of Project : Total amount approved: Rs.  
 Project Number: Total amount remitted so far: Rs.  
 Project Title: Balance still due to the Project Holder: Rs.

-----, 2005			
Inflow projection	Amount	Outflow Projection	
Foreign Funding Agencies	-	Outflow	
Local Funding Agencies			
Local contribution (in cash only)			
Bank Interest & others	-		
<b>Total Inflow (1)</b>	-	<b>Total expected outflow (2)</b>	
<b>Balance at the beginning of the period</b>		<b>The Reports due have been submitted as follows</b>	
<b>Total Inflow(1)(Bank Interest &amp; Others</b>	-	Progress Report for the period	Nil
<b>Total Outflow(2)</b>		Interim FS for the period	
<b>Balance at the end of the period</b>		Audited FS for the period	

Annexure - 25

1. Pattern of Funding – Ratio analysis for Major Projects.

<b>CENTRE FOR PROMOTION OF SOCIAL CONCERNS</b>
<b>PROGRAMME COST TO TOTAL COST - ----- 2005</b>

S.No	Name	Project 1		Project 2		Project 3	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
I	<b>PROGRAM COST</b>						
a							
b							
c							
d							
	<b>Sub Total (1)</b>	-		-	-	-	-
II	<b>Program Support Cost</b>						
a							
b							
c							
	<b>Sub Total (2)</b>	-	-	-	-	-	-
III	<b>Capital Costs</b>	-		-			
		-					
	<b>Sub Total (3)</b>	-		-	-	-	
	<b>Grant Total (1+2+3)</b>	-		-	-	-	

Annexure – 26  
Pattern of Funding – Grant Received

<b>Pattern of Funding (Funds Received)</b>		
<b>PERIOD</b>		
<b>S.No</b>	<b>Name</b>	<b>Amount</b>
<b>A</b>	<b>Foreign Fund</b>	
	<b>Sub Total A</b>	-
<b>B</b>	<b>Government Grant</b>	
	<b>Sub Total B</b>	
<b>C</b>	<b>Local Contribution</b>	
	<b>Sub Total C</b>	-
	<b>Grand Total (A +B+C)</b>	

ROAD MAP / FRAMEWORK FOR UPDATING FINANCE MANAGEMENT									
S.No	Components of Finance Management	Current status			Difficulties faced in the system	Suggestions recommended	Whether implemented in the ensuing Meeting	If so, Percentage	Vision
		Poor	Average	Good					
1	Finance Policy								To raise the level of accounting system in PW to higher standards
2	Finance Manual								To bring the accounting system in PW more systematic and regularised.
3	Staff Policy								To provide personal growth opportunity for its entire staff with strict but minimal systems leading to maximum flexibility, transparency and innovation.
4	Finance Committee Meetings								To discuss and receive in-depth information on items pending for action and also to manage the financial resources in a cost effective, controlled and accountable way.
6	Trustee Meeting								To focus on the long term perspective of CPSC and to keep in tact and streamline the objectives of PW as well as all the programs organised by PW, the program unit of CPSC.
7	Finance Advisory Committee Meeting								To overview the activities of the Finance unit of CPSC and to provide valuable contribution for the betterment of the existing Management Information Systems followed in PW.



18	Filing of Income tax Returns										To strictly adhere to filing of annual returns - Financial statements of our organisation - with the Income Tax Department - India, well ahead of the time prescribed by them on 30th September of every year.
19	Training to Finance Staff										To capacitate the Finance staff more efficient and effective to suit to the larger accounting systems and finance Management maintained in PW.
20	Audit										To have quarterly internal audits as well as Annual Audit towards sustaining transparency, credibility and accountability in PW accounting systems.
21	Management letter of Auditor & Response										
	<b><u>Reporting Mechanisms</u></b>										
23	Monthly Variance Statement										To give a clear picture on the updated figures of expenditures under each budget heads of different projects for providing variance under each item
24	Monthly Receipts & Payments										To provide detailed information on receipts and payments under each project.
25	Cash Flow projections										To support with sufficient details in major projects on the flow of funds - month wise.



33	Finance reporting Calendar									To help the Management in implementing all tasks incorporated in the Financial Calendar for sustaining the standard of PW in reporting to Government Departments and Reporting to Donors.
34	Maintenance of Check issue Register									To help strengthen the accounting system in PW and to give a clear picture on the issue cheques.
35	Investment Register									To assist the Management to have a clear idea on the status on Fixed deposits in the Bank.
36	Maintenance of Fixed Asset Register									To provide with all micro details of the Assets of the organisation and its location for sustaining transparency & Accountability of PW.







**FORMAT –III (Narrative)**

**People’s Watch - PME**

**Name of the Unit: FINANCE UNIT**

<b><u>Details of support received from other units:</u></b>	➤
<b><u>Significant achievements made:</u></b>	➤
<b><u>Demonstrated best practices:</u></b>	➤
<b><u>Problems encountered:</u></b>	➤
<b><u>Support required further:</u></b>	➤

Annexure – 29

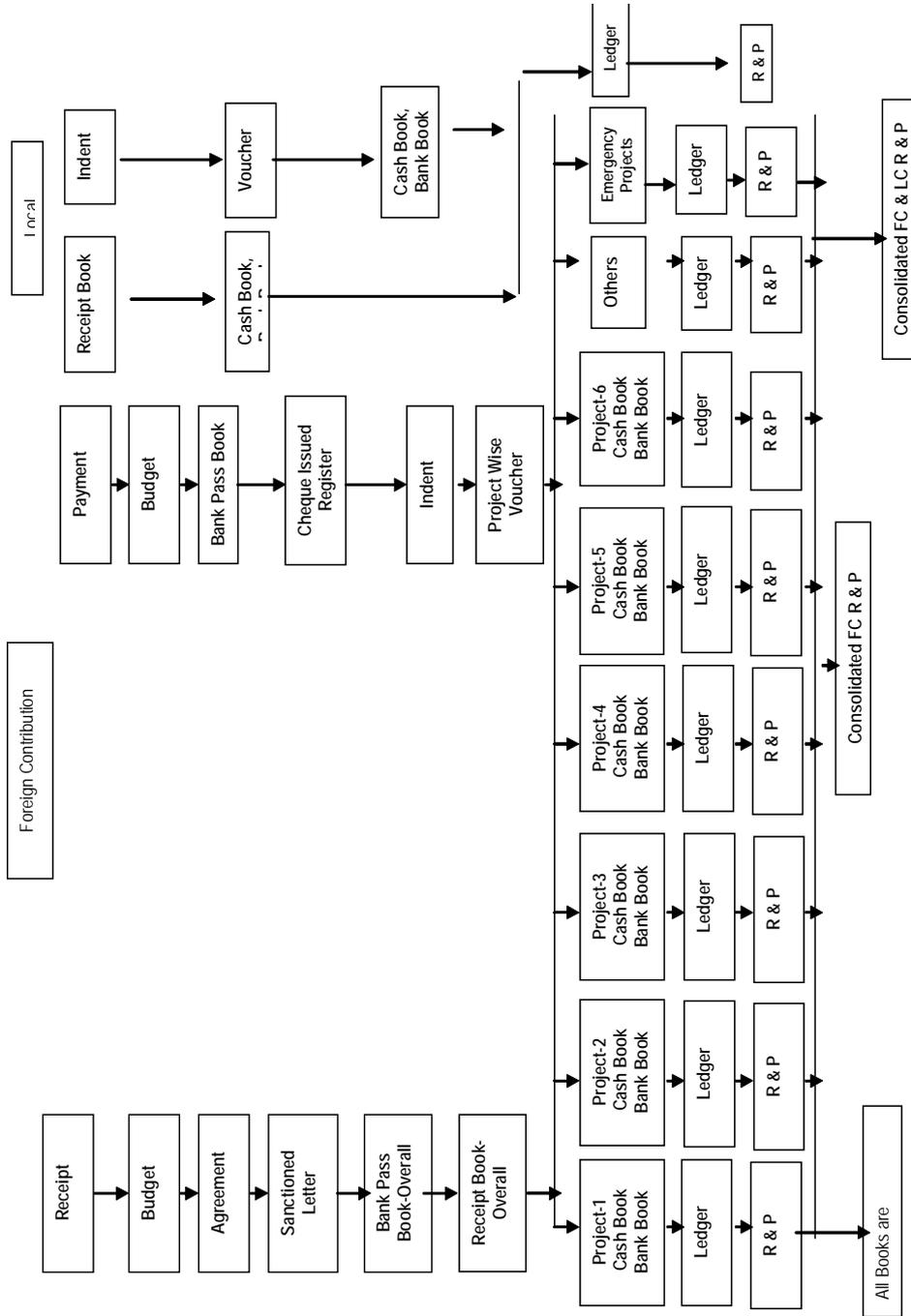
<b>THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952</b>									
Paras 35 & 42) and									
<b>THE EMPLOYEES' PENSION SCHEME, 1995</b>									
(paras - 20)									
Contribution card for the Currency Period from									
1. Accounts No. TN: MD 57589/1		4. Name & Address of the Establishment: <b>Centre for Promotion of Social Concerns 6-A, Vallabai Road, Chokkikulam, Madurai - 625 002.</b>							
2. Name/Surname: R. Thilagam		5. Statutory rate of contribution: 12 %							
3. Father's/Husband's name: K. Ramalingam		6. Voluntary higher rate of employees contribution if any: Nil							
7. Whether opted to contribute on full salary for Period? Yes / No Nil									
Month	Amount of wages	Workers' share EPF	CONTRIBUTIONS			Refused of Advances	Non Cont. Service from to	Remarks	Yes / No Nil
			Employer's share		Total				
			EPF a	EPS b					
1	2	3	4	5	6	7			
Certified that the difference between the total of the contribution shown under the columns (3) & (4) of the above table and that arrived at one the total wages shown in columns (2) at the prescribed rate is solely due to the rounding off the contributions to the nearest rupee under the rules.									
Contributes for the month of March paid in April									
Date: _____									
Signature of the Employer (Office Seal)									
Note: 1) In respect of the Form (3A) sent to the Regional office during the course of the currency period for the purpose of final settlement of the accounts of the member who had left service details of date and reasons for leaving service and also certificate as shown in the Remarks Columns should be added.									
2) If there is no period of N.C.S. the world NIL to be mentioned against the total column									
3) Wherever no wages are shown against any month the period should be shown on NCS under column (6)									







# Annexure - 33



**Books Maintained for the period \_\_\_\_\_**  
**Accounts**

S.No.	Particulars	Consolidated FC	OTHER PROJECTS										Local Accounts	
1.	Day book													
2.	Ledger													
3.	Vouchers													
4.	Receipts & Payments													
5.	Bank Pass book													
6.	Cheques issued register													
7.	Fixed Deposits register													
8.	Receipt book													
9.	Pending advance list													
10.	Advance settlement register													
11.	Monthly statement													
12.	Fixed assets register													
13.	Salary Acquaintance roll													
14.	Bank advice													

## Administration

S.No.	Particulars	Consolidated FC	OTHER PROJECTS						Local Accounts
1.	Telephone register								
2.	Postal register								
3.	Courier register								
4.	Log book								
5.	Book stock register								
6.	Attendance register								
7.	Staff Time In/Out Register								
8.	Register for staff working on Sundays								
9.	Visitor's Register								
10.	Fax Register								
11.	Telegram Register								
12.	A/C Maintenance								
13.	Electrical Compliant								
14.	Vehicle Movement – Shanti Cabs								
15.	Driver's Attendance Register								
16.	Postal Return Register								
17.	Video camera/Still camera/Tape camera usage								
18.	Generator Maintenance								
19.	Phonogram Register								
20.	Hand Delivery Register								
21.	Motor Maintenance								





