

FINANCIAL POLICY & SYSTEM

Objective :

- To make accountability and transparency to all stake holders, Govt and other people concerned.
- To increase the capacity of fund handling and utilizing
- To guide to the organization for good management and function

General Financial Policy :

Separate account shall be maintained to specified programme / fund. Bank accounts shall be operated by Joint signatures of Chairman and financial director. Financial Director shall be managing all accounts of the organization. At the programme level the director with the accountant, shall be maintaining the all accounts.

Cheque transaction shall be followed in all of the payments against vouchers / bills settled by concern persons, when the payment shall be not less than Rs 1000 and in some cases only, cash payment shall be done against the vouchers / bills when only unexpected time / urgent time.

TA ceiling shall be fixed that will be one percentage. Staff shall be appointed with the limitation of salary. Traveling system / mode shall be allowed only with limitation that staff salary should be within Staff should be appointed within the target people and belonging to target areas.

Administrative cost of each programme should be less than 20 percentages in action / issue based programme and 15 percentages in other empowerment programme.

Fund for religious activities are neither applied nor received from anywhere and in all kinds. Further we request fund / partnership from organizations, which are having / matching the objectives of ROSI Foundation atleast by few.

Our Financial year is 1st April to 31st March and in the period all our accounts are consolidated and then audited by our auditors after the end of 31st March. Report to all programmes / projects will be sent along with the utilisation / audited reports to concern people.

Financial System:

Monthly once review meeting is organised in that expenses are discussed and submitted against bills/receipts. Concern coordinator is responsible at project level/ project office level. Each and every staff are paying bills/receipts to the project office/coordinator. He/she checks and collects the all documents. Then the bills/receipts along with voucher are submitted to head office. Mostly cheque is used to all payments against the bill/voucher/receipt.

Three months once internal auditing takes place by the accountant, director and financial director.

Every year at the end of the financial year, the accounts, vouchers, etc are submitted to the auditor and he audits our accounts and issues audit report along with receipt and payments statement, income and expenditure statement and balance sheet for the concern year.

Financial reporting system :

- Daily expenses are noted and bills/receipts are collected / consolidated with voucher.
- The bill and vouchers from field / project office are sent to head office.
- Administration account is daily collected and documented.
- Monthly once in the review meeting, the programme expense is also reviewed
- Monthly accounts are feed in to TALLY ERP 9 by accountant
- Internal auditing is done three month once.
- At the end of the financial year, the financial report is prepared on the basis of internal auditing.
- The financial reports are put in the board meeting and in the approval, it is finalized and submitted

UTILISATION OF FUND :

Above 85 % of the fund shall be utilised for the programme expenses and the remaining only is used for administration. Internal audit and financial year ended audit shall be done properly. A qualified auditor shall be appointed to the organization. Every year, he/she verifies / audits the accounts and issue audit certificate.

IT return shall be filed to IT department every year within July month. Every year FC 3 return shall be filed within December of the every year.

INVESTMENT POLICY:

The Executive Committee of ROSI FOUNDATION in its meeting held on 18.08.2008__ (date) (Resolution no. 2_) have unanimously resolved that they shall have the authority to deposit the securities or investments of the Organizations fund in the bank account in the name of ROSI FOUNDATION and operated jointly by two of its office bearers.

The members shall invest such surplus funds of the organization that require investment only in the modes specified under the provisions of section 13 (1) (d) read with section 11 (5) of the Income Tax Act, 1961 or such modes as may be prescribed by any subsequent alteration, amendment or addition to the said Act dealing with investment of organization's fund.

POLICY ON PURCHASE, SALE OF ASSETS :

The Board of Directors of ROSI FOUNDATION unanimously constitutes the assets management committee to handle the purchase, sell and investment of the assets owned by the society. The said committee shall be comprised of (1) The chairman (2) vice chairman (3) financial director and (3) one EC member.

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

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

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

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

ROSI FOUNDATION

**(Rural Organizing for Social
Improvement)**

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