



**CENTRE OF TECHNOLOGY AND ENTREPRENEURSHIP DEVELOPMENT (CTED)**



# **CTED FINANCE POLICY**

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## CENTRE OF TECHNOLOGY AND ENTREPRENEURSHIP DEVELOPMENT (CTED)

### Preamble:

Centre of Technology & Entrepreneurship Development (CTED), registered as Society Act, aims at empowering community based organizations through intensive capacity building interventions resulting in improved livelihood of the rural poor. The organization is headquartered at Jagdishpur (U.P).

### The Board of Members of the CTED hereby frames and adopts the following Finance Operation Guidelines.

- 1. Financial Statements:** It is important to prepare financial statements on a regular basis irrespective of the requirement of donor agencies. The frequency of these statements should at least be on a monthly basis. These statements could be prepared separately for each project as per the approved budget and also a cumulative statement from which you could get the information of the overall funding each project-wise and also the expenditure made till that period could be know.
- 2. Budget Variance Monthly/Quarterly Financial Statements:** The best option for any NGO is to prepare the Monthly Financial Statements which could be linked to quarterly, six monthly and the annual statement. By doing this the organization concerned need not have to prepare the quarterly/six monthly and annual statements separately.
- 3. Review of Financial Statements:** The financial statements needs to be reviewed regularly so that it will not only help knowing the financial status of that project but will also help to keep track of the activities /programmes are taking place as planned.
- 4. Cash Flow Forecasting:** This is basically a document that needs to be prepared at the organization level for each programme of the overall project. When you plan to start a particular activity of a project, CTED to give a cash flow forecasting (cash flow forecasting in Grant Management Whether the donor release the payments on Quarterly Basis or Six monthly basis or Yearly Basis, we need to do the planning on a Monthly Basis. (The Cash Flow Forecasting sheet in the Grant Management Section. For this first of all we need to have Project Programme Sheet for the whole year where you will have details of what programme will take place in which month etc. see Programme Planning Sheet in the Grant Management section.
- 5. Cash Book:** This is an important document of financial management. All the vouchers that are prepared are entered here. CTED computerized & Manual cash books are in use now-a-days.
- 6. Book Keeping:** It is very clear from this term that 'Book Keeping' is 'keeping of books 'in a proper and systematic way.
  - a.** As a first step we need to keep all the information related to any transaction at one place and we need to give some information on a piece of paper where we need to mention the details of transaction. This we call a 'voucher'



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- b.** Once this voucher is prepared and approved by an authorized person in the organization, this needs to be written in primary books i.e. Cash Book and Journals.
  - c.** The next step is for us to segregate the information from the Cash Book and Journals so that a particular transaction goes to their respective accounts – for this we maintain Ledger Books
  - d.** Once the above is done, we will be able to know at any point of time as to how much money is utilized in any particular head and what balances are available. This is also called a Trial Balance' When we maintain manual books all the above needs to be done individually.
- ✓ **However, now a day CTED is using the Computerized Accounting Packages (Tally ERP). In this case, once one enters the voucher, we can get the rest of the information automatically.**
- 7. Bank Accounts:** CTED need to open a General Account and an F.C. Account (the organization is registered under FCR (Foreign Contributions Regulation) Act.
- **F.C. Account:** Under FCR (Foreign Contributions Regulations) Act CTED is required to maintain a separate bank account which is meant for receiving & utilization of foreign donations.
  - Funds received from foreign sources should be deposited in the FC Account of an organization. In case funds are transferred electronically the funds should be transferred to CTED FC Account only.
  - Any unutilized balances related to grants/donations from foreign sources should be deposited back into the FC Account.
  - **General Account:** This account is used for in-country funds. Thou initially a single account are opened, when receiving funds from different donors, at times they may ask the organizations to open separate bank accounts for their projects for convenience sake. Because of that, over a period of time the NGOs concerned will have more bank accounts open opened
- 8. Budgeting:** Budget is a financial plan. All of us know what is budget as we do make our financial plans in our personal life also. Planning is an important part of budget and unless it is done in a systematic and planned, the project may end up with shortage of funds or under-utilisation of funds in some or all heads. Though we are all doing budgets, this may help you in refreshing the plans/ideas. As we all know, before starting a project we do the project planning by doing the need assessment and identifying the issues and then designing the project. While designing the project we also need to look at the financial aspects of the projects such as the programme costs, staff, and administration etc. In the same way when we plan the



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financial plan (budget), we also need to look at the project in total and accordingly the financial planning (budgeting) needs to be done.

**9. Grant/Project Advances:** Specific purpose grants/advance received for implementation of specific projects, are stated as current liabilities as reduced by the extent of utilization during the year for the purpose for which the grants/advance are received.

### **10. CTED Internal Control System:**

- ✓ There are internal check and controlling systems during the implementation of programme. It involves that smooth proper utilizations of fund as per norms & conditions of the funder. So that it would reaches normal mass & improve their socio economic standard of livings. The resource avail in the organizations has been proper utilized as per norms & conditions of implementer agencies.
- ✓ To run the CTED' financial systems in a proper and systematic way, internal control mechanism need to be set up. This will also help the organisation develop systems and minimize the possibility of mismanagement of funds. Some of the internal control methods are given below:
  - Allocate functional responsibilities within the organization and it should be documented.
  - Organisations need to have procedural document
  - Steps need to take to see that the assets are safeguarded
  - Organisation need to see that the staffs are competent enough to take up the job responsibility.
  - Review the work done by one individual by another
  - Guidelines should be prepared for Finance
  - Organogram should be prepared
  - budgets need to be prepared in a planned manner
  - Should have control methods to see that the budgets are utilized as planned and periodic reviews should be done.
  - Ensure stock/asset registers are maintained and physical verification should be done from time to time
  - See that all the requires are maintained.
  - See that all the assets are insured
  - Cash in transit and cash in hand should be insured
  - Handling of cash should be in one persons responsibility
  - Cash in hand should be minimal
  - Payments to be made by cheque
  - Authority levels for payment need to be defined



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- Bank accounts should be operated jointly
- All payments should proper supporting
- Internal audit should carry out random physical verification
- Monthly bank reconciliation need to be done
- Staff should be issued Appointment Letters
- Attendance register need to be maintained
- Fixed assets and capital expenditure need to be approved by the Executive Committee
- Purchasing committees should be set up and purchases should be made after proper tenders/ minimum three quotations

### **1. Accounting System:**

- This section lays down the accounting systems to be followed by CTED.
- The organisation shall follow generally accepted accounting standards and practices as issued by Institute of Chartered Accountants of India from time to time for maintaining the books of accounts and institute appropriate internal controls (subject to the accounting policies and systems laid down in this manual).
- Accrual system of accounting shall be followed in CTED.
- The organization would maintain separate books of accounts for CTED Main Account, CTED Fund Account, Foreign Contribution Account and separate Project wise accounts. The bank accounts are also to be maintained separately for all the above mentioned accounts in nationalized or private banks (Govt. Approved). Wherever the donors have asked for separate bank account the same would be opened in nationalized / private banks (govt. approved) in the name of **CTED & project's name**). In case the donor is a foreign source the account is to be maintained from CTED Foreign Contribution A/c., with a separate Book of accounts.
- The word imparting masculine gender shall also include the feminine gender and vice versa, wherever appropriate.
- The word imparting singular number shall also include plural number and vice versa, wherever appropriate.

### **2. Voucher System:**

- A voucher shall be prepared for each transaction and proper supporting (in original) should be attached to it (such as invoice, challan, bills, purchase orders etc). All the vouchers should be approved by the Director or person/s authorized by him. The original supporting should be defaced for payment. There are 3 types of vouchers to be maintained viz.; Cash voucher for cash transaction, Bank voucher for bank transaction and Journal voucher for accounting adjustments.



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- Voucher should be serially numbered on a financial year basis and filed in sequential order along with supporting on a monthly basis. Separate file should be maintained for Cash, Bank and Journal vouchers. Project wise separate voucher file is to be maintained for all the three types of voucher.

### **3. Cash Transactions:**

- For recording of cash transactions, the organisation should maintain a cash book and corresponding ledgers in a double entry accounting system.
- The Cash book should be updated for all receipts & payments as and when a transaction takes place.
- The Cash book should be closed at the end of each day. The cash balance as per cash book should be cross verified with physical cash in hand on a daily basis. The cashier has to maintain the petty cash book project wise and it has to be signed on daily basis by the Head of the Accounts Department (HAD), at the Head Office level and by the Branch head (BH) at the Branch level. This is a must do and subject to internal audit and surprise check by the competent authority.
- The cash in hand limit should not exceed Rs.5000/- (Rupees five thousand) at both HO and Branch level to meet the unforeseen expenses. For the labour payment the cash limit at any level could be upto Rs.50000/- for a maximum period of two days.
- The cash should be kept in the safe custody within the office under the control of the Cashier at the HO level and at the Branch level it should be with the Team Accountant (TA) in case there is no separate Cashier in the Team.
- All payments should be made by cheque as far as possible. However cash payment may be made for petty expenses for upto Rs.1000/-. However, payments such as to labourers, staff for programme expenses and Tour advances, and any other expenses of such nature can be made in cash depending upon the circumstances and urgency of the payment subject to the approval by the Director at the HO level and by the BH at the Branch Level. The payment to the suppliers and contractors shall be made only by A/c. payee cheque or demand draft.
- Insurance cover worth Rs. 25000/- for cash in office locker (HO & Team) and 25000/- for transit should be taken by the HO.
- In normal course cash withdrawals should not exceed the next 2 days requirement.

### **4. Advance to Staff:**

- Advances are given to staff for various purposes like official tour, programme expenses and sundry purchase etc. While giving advance, following factors are to be considered by the concerned authority :



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- A. Advance can be given only on the basis of a requisition duly filled-up and signed by the claimant and approved by the concerned authority as mentioned in the
  - B. No advance should be given if the previous advance has not been settled fully.
  - C. All Programme and Sundry Purchase related advances should be settled within seven days from the day of advance taken. In case of tour, the advance should be settled within two days after the completion of the tour. Failing to comply with this rule may cause initiation of disciplinary action.
  - D. Advance should be always settled by the person who has taken the advance not by any other person. Advance is not transferable to other person.
- 5. Bank Transaction:**
- A. For recording of bank transactions, organisation should maintain a bank book.
  - B. The bank book should be updated for all bank receipts and payments as and when a transaction takes place.
  - C. Bank book should be reconciled with the bank statements on a monthly basis without fail.
  - D. Cheque books should be kept in the safe custody of the HA at the HO.
  - E. Any cancelled cheque should be defaced and the portion where the cheque number is written should be cut and pasted with the counterfoil of the cheque.
  - F. Any fresh cheque against a stale cheque should be issued only after obtaining approval by the Director (HO).
  - G. **Bank A/c. operation:** The Director and one of the Trustees of the organization shall be the joint signatory of any bank account opened for the organization. The Director may nominate any other employee/s of the organization for to be cosignatory of any bank account jointly with him/her.
  - H. The opening and closing of bank A/c. shall always be under the authorization to the bank by the Director of the organization.
  - I. All expenditure voucher / bill / invoice, whether cash or bank payment, should mention about the purpose of expenditure on the voucher /bill / invoice irrespective of their amount. Without mentioning of purpose the voucher / bill /invoice will be subject to rejection.
- 6. Financial Powers:**
- A. The director shall be the final authority for financial approval
  - B. The annual Planning and Budget (P&B) should be the basis for all expenditures to be incurred. The P&B has to be prepared for all programmes and the Administrative expenditures of the HO in a standard P&B format as prescribed time to time.
  - C. The Programme Manager are responsible for preparing the Annual P&B for their respective programmes and the Head of Accounts Department shall be responsible for the Annual P&B for Administrative expenditures of the HO.





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- D.** The P&B preparation exercise should be started by February of every year for the following year and should be submitted to the Director latest by the 1st. week of March.
- E.** The P&B discussion workshop should be held in the second week of March every year where the PM/SPC would make presentation of their P&B for approval. This workshop would also make the final review of the progress of the last P&B.
- F.** The P&B shall be approved by the third week of March every year by the Director and the same would be communicated to the PM/SPC, Teams and all other concerned.
- G.** The PM/SPC/DIR or whosoever is designated by the Director as the Budget Manage (BM) of the project shall have the power to expend as per the approved P&B.

### **7. Fixed Assets Register:**

- Fixed Assets Register (FAR) is required to show all the permanent assets owned by CTED. It should show the quantity and value of Items such as chairs, tables, fans, furniture, vehicles, land, buildings, computers, printers, etc.

### **8. Audit:**

- A.** The statutory Audit of the organisation shall be carried out by a practicing Chartered Accountant firm within three months of the closing of the accounting year. The Board of Members of CTED shall appoint the firm for at least two consecutive years.
- B.** Internal audit shall be carried out for each Team at least twice in a year by the Internal Audit Cell of CTED.
- C.** The Internal audit system, fill compliance format
- D.** Compliance to the internal audit is a must within twenty days of reporting by the Internal Audit cell by the Budget Manager. It is a legal requirement and failing to which would invite disciplinary actions.
- E.** Internal Audit for overall CTED will be done by a practicing Chartered Accountant Firm. The Financial sub-committee of CTED shall appoint the internal auditor and finalize its AUDIT on annual basis.

### **11. COMPONENTS OF INTERNAL CONTROL :-**

There are three major elements of internal control:

- Control environment
- Accounting systems
- Control procedures





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**A. Control Environment:** - The control environment sets the operating style of the organization. It reflects management and the board of directors' attitude, awareness, and actions. It's the foundation for all other components of internal control.

If top management believes that control is important, other members of the organization will respond by observing the controls established. On the other hand, if it is clear to members of the organization that control is not an important concern to top management, it is almost certain that management's control objectives will not be effectively achieved.

**Factors (Components) of Control Environment Include:**

- a. Organizational structure
- b. Communication methods
- c. Management's philosophy and operating style
- d. Audit committee
- e. Control methods for performance monitoring and follow up
- f. Human resource policies and procedures
- g. External Influences

**B. Accounting System:** - The accounting system consists of methods and records established to identify, assemble, analyze, classify, record, and report an entity's transactions to maintain accountability for the related assets and liabilities.

**C. Control Procedures:** - Those are the procedures established to provide reasonable assurance that specific entity's objectives will be achieved. These procedures known as the CTED are:

- Independent checks on performance and proper valuation of recorded amounts
- Segregation of duties
- Safeguard over access to assets and records
- Authorization of transactions and activities
- Documents that are adequate and records to ensure proper recording

**12. Other important internal control measures include the following:**

**A. Internal auditing:** - The objectives of the CTED internal auditors are to monitor and improve the system of internal control. Internal auditors test and evaluate both accounting controls and administrative controls in all areas of the organization and prepare reports to top management on their findings and recommendations.

**B. Financial forecasts:** - A plan of operations is prepared each year setting for each division of the business, as, for example, the expected volume of sales, amounts of expenses, and future cash balances. Actual results are compared with forecast amounts month by month. This comparison strengthens control because variations from planned results are investigated promptly.

**C. Competent personnel:** - Even the best-designed system of internal control will not work well unless the people using it are competent. Competence and integrity



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of employees are in pro developed through training programs, but they also relate to policies for selection of personnel and to the adequacy of supervision.

- D. Rotation of employees:** - The rotation of employees from one job assignment to another may strengthen internal control. When employees know that another person will soon be taking over their duties, they are more likely to maintain records with care and to follow established procedures.
- E. Serially numbered documents:** - Documents such as checks, purchase orders, and sales invoices should be serially numbered. If a document is misplaced or concealed, the break in the sequence of numbers will call attention to the missing item.

### **13. PREPARE PROGRAMS AND BUDGETS:-**

Programs are the organized set of goals, policies, procedures, and rules designed to carry out a given course of action

Budget is a comprehensive financial plan setting forth the expected route for achieving the financial and operational goals of an organization. CTED Budgeting is an essential step in effective financial planning. Even the smallest business will benefit from preparing a formal written budget for its future operations.

The use of a budget is a key element of financial planning and a tool used by Budget managers for controlling costs. To control costs, the managers of all units of the organization compare actual costs incurred with the budgeted amounts and take action to correct excessive costs. Thus, controlling costs mean keeping actual costs in line with a financial plan.

### **14. ACCOUNTING RECORDS, FORMS AND FILES:-**

The following standard accounting records should be maintained by the organization to properly account for funds and assets:

- A. GENERAL JOURNAL:** - The purpose of the general journal is to record day-to-day CTED transactions as they occur, with a brief description of each transaction.
- B. GENERAL LEDGER:** - The CTED general ledger summarizes all entries made in the books of original entry (cash receipts book, cash disbursements, journal voucher, etc.) These books are the basis for the preparation of the financial statements.
- C. SUBSIDIARY RECORDS:** - The CTED subsidiary records must be maintained as a minimum requirement that correspond to the chart of accounts.

Accounting forms serve as the method of documenting transactions, which are recorded in the accounting records. The following list identifies accounting forms that provide the basis for an efficient accounting system: -

- Cash receipt voucher
- Acknowledgement of receipt
- Disbursement voucher
- Cash advance (Petty cash) requisition



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### **D. Petty cash analysis/replenishment form:-**

- Bank reconciliation form

### **E. Personnel Forms:-**

- Job description form
- Job application form
- Record of solicitation notice, interview and selection
- Standard contract/employment forms
- Performance evaluation forms
- Employee time and attendance cards
- Annual/sick/other leave forms
- Employee pay record forms
- Overtime authorization forms

### **F. Procurement Forms:-**

- Purchase request order form
- Bidding procedures
- Purchase order form
- Quotation

### **G. FILES:** - Files should be maintained in an orderly manner to facilitate easy & prompt retrieval. The following list identifies the basic files that should be maintained to ensure proper accountability of a transaction:

- Original agreement files and amendments, including related correspondence.
- Budgets and their modifications
- Voucher and/or payment document files by sequential number and period covered.
- Personnel files.
- Purchase order and contract files.
- Financial policies and procedures files or manuals.
- Payroll and time attendance files.
- Audit files.
- Financial reports.
- Other files as the activity may require facilitating reference.

### **15.SUPPORTING DOCUMENTATION:-** Transactions must be supported by original documentation, as noted below:

**1. Small Purchase Transactions:** Original receipt or/and invoice

**2. Major Procurement:**

- Purchase requisition
- Tender offers (Evidence of competitive bids)
- Purchase order



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- Contract
- Receiving and inspection report
- Invoice
- 3. Overseas Travel:-**
  - Original ticket
  - Hotel receipts for lodging
  - Travel vouchers
- 4. Local Travel:-** Original cancelled ticket from common carriers, eg., buses or trains
  - Car rental contract and original receipt
  - Travel voucher
- 5. Leased Office Space:-**
  - Original signed lease agreement
  - Original receipts for rent paid
- 6. Salaries and Benefits:-**
  - Original contract with employee
  - Time and attendance records
  - Signed payroll sheets indicating receipt of payment
  - Evidence of withholding of taxes & social insurance imposed by the government and remittance of these withdrawing to the proper authorities.

### 16. Proposal based approval:-

Any single activity which is more than Rs.5000/- (five thousand) would require a proposal called Project Development Outline (PDO). The concerned person (who wants to make the expenditure) would initiate a proposal **through proper channel** and get it approved by the concerned authority as mentioned in the table below. To expedite the process the PDO can be scanned and sent electronically. In normal case a decision on the PDO should be taken within two days of submission to the concerned authority.

#### Power of Approval for proposal

Amount (Rs.)	Concerned Authority	Remarks
Upto Rs.5000/- for a single activity	Program Manager, if designated as the <b>Budget Manager</b>	For up to Rs.5000/- for a single activity no proposal would be required
More than Rs.5000/- for a single activity	The Director or any representative of his / her duly authorized	

### 17. Responsibilities of the Budget Manager and the Accounting Staff:-



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- The BM of the Programme and Project are solely responsible to approve the voucher of the expenses incurred as per the Approved PDO. Based on their approval, the accounts department shall account-for such expenditure. It will not require the further approval of the Director on the voucher.
- The liabilities of the BM therefore lie with any shortcomings with the expenditures. They HAD at HO and the TA along with the BM shall be responsible for any deviations of accounting rules of CTED as mentioned in this manual (e.g. if a voucher is passed without the approved PDO, or without the mentioning of the Project budget Line item or voucher without mention of MB reference as in the case of physical structure construction, etc.).
- The Budget Manager is fully responsible for exceeding the overall provisions in the budget and line item.
- The BM is responsible for the fund flow of their respective project / programmes.
- The BM is expected not to initiate expenditure without assessing the fund flow situation in his/her project/programme. Except for special circumstances CTED would not be able to bridge finance the programme and project from its own resources.
- All internal and external audit queries are to be responded with justification by the BM. In case the expenditure is unaccepted by the auditor (both internal and external) the amount will be recovered from the BM after assessing the fault and pin pointing the responsible person (it could be even the accounting person if the error is due to overlooking / flouting the accounting rules). The Director of CTED would take a final decision on the recovery.

### **18. Procurement of Goods and Services:-**

- For procurement of goods and services, as per Approved PDO, amounting more than Rs. 5000/-, needs 3 quotations from three different suppliers. For the goods of any Standard Brand (e.g. Computer of any branded company) preferred by the organisation there shall be no need of quotation.

### **19. Financial Systems for Imprest Account at the Team Level:-**

Imprest A/c. (IA) will be operational only at the Project Level as per the conditions mentioned in.

- The IA shall be opened in a nationalised bank in the name of the organization. For example, typically the name should be – Centre of Technology and Entrepreneurship Development (CTED) Imprest Account – Place of the Team Location (e.g, Faizabad, Sultanpur etc.).
- The Locations will be tied up with their respective IA for accounting purposes.
- At the location level the bank A/c. in the name of organization can be opened if the monthly transaction is expected to be more than Rs.30000/-. For less than



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Rs.30000/-, the Location Project Coordinator will be given an advance in his/her personal bank a/c. by the Team Account as per the format.

- The limit of IA shall be Rs. 40,000/- or more depending upon the circumstances like different payment, etc.
- The PC is empowered to verify the traveling bill of the staff of his/her Team and approve the payment. The payment of mileage and other travel bill of the staff of a Team can be paid from the Imprest Account only. It will not be paid along with the salary as has been the practice so far. The travel bill of the PC will be approved by his/her immediate Reporting Person. The PC would send the traveling bill separately to the Reporting Person through email as per the format (no attachment is required) and the approval will be given through email by the reporting person. The print out of the approval by the reporting person should be attached with the Travel bill before reimbursement from the IA.
- Salary advance cannot be given from IA.
- The Location A/c., with or without a Bank A/c., will be treated as Advance A/c. with its Team Account. The Location A/c. therefore has to adjust its expenditure with its Team A/c. twice a month (10th. & 20th.).
- Where a Bank A/c. is opened in the name of organization at the Location Level, the Location Leader in that case has to maintain a Manual or Tally cash book and Ledger. In case where there is no bank A/c. in the name of organization, the Location Leader will maintain a simple register for all payments as per the format given in the CTED Annexure & maintain a bill / invoice file keeping them serial no. wise.
- The Team IA would receive the Statement of Expenses (**SOE**) from the Location Leader on every 1th and 10th of the month and adjust against the advance. The Location Leader will arrange the bills/invoice as per line item (not date wise) attached with the SOE and submit them to the PC.
- No expenses other than the preceding month will be considered. Those who miss this deadline shall not have any claim in future.
- The accounting month for the IA would be 05th–10th of the following month.
- The IA would send the vouchers to the HO on every 30th of the month for adjustment against the advance given to the IA by the HO.
- The vouchers are to be arranged –
  - (a) Project wise separate voucher file tied with a thread,
  - (b) As per the approved budget line item wise (not date wise arrangement),
  - (c) On the top of each voucher file the MFPR sheet should be attached showing the line item wise expenditure for that month.
- On receiving the voucher from the IA the concerned Accounts Person from the HO who has been designated as Accountant for that particular IA or project would adjust the expenditures after ensuring that the Budget Manager has approved such expenditures. The vouchers which are unacceptable / rejected will be sent



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- back to the IA with an advice giving reasons for rejection by 30th of every month. The same advice will also contain the information related to reconciliation status between the HO and IA.
- The IA will send their next month's indent for advance in the attached format along with the vouchers addressed to the HAD.
  - The IA shall maintain project wise separate computerized Accounts (Tally 9.0, loaded from a software CD provided by the HAD, HO), even if the bank A/c. could be common for all projects.
  - The IA shall open accounts ledger only as per the Approved P&B. Opening of any new budget line item in the Tally Package is strictly prohibited without the prior approval of the Director who has approved the P&B.
  - The IA is not permitted to receive any fund from any donor or anything of that nature without the prior approval of the Director except that is related to advance adjustment given from this the IA.
  - Similarly the IA shall not have any authority to issue Invoice to any Party without the prior approval of the HAD, HO.
  - No Receipt Book of the organisation can be used by the IA or by the Location or by any employee of CTED. The receipt book can only be used at the HO level by the Accounts department.
  - The IA is not authorized to issue any Utilization Certificate (UC) to any donor of CTED. The audited UC will always be issued from the HO.

### **20. General points:-**

For the uniformity and ease of accounting the following systems and procedures will be followed:-

- A.** The salary of all CTED staff shall be made from one centralized A/c. from the head office. The budgeted amount for the staff salary from each project will be pooled to the Central salary A/c on monthly basis for payment of staff salary of the project.
- B.** The project grant cannot be received at the Team Level or any location level of CTED. The Project A/c. will be always opened at the ASA-HO. Accordingly the financial reporting and audited statement will be always sent from the HO to the donor concerned.





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