

[Type text]

4.1 Finance & Accounts

Purpose The purpose of this process is to effectively and efficiently receive donations and to transparently and judiciously channelize them in the service of Krishna to the full satisfaction of the trustees, devotees and donors.

	ACTIVITY GROUP		ACTIVITY
13.1	Payment		
		13.1.1	Payment Process for Cheque/ RTGS/ NEFT Payments
		13.1.2	Payment Process for Cash Payments
13.2	Donation/ Receipts		
		13.2.1	Cash/ Cheque Donations at counter
		13.2.2	Donations in Hundi
		13.2.3	Online Donations
		13.2.4	Cash/ Cheque/ Credit Card Receipts at counter
13.3	Government Liabilities		
		13.3.1	Professional Tax
		13.3.2	Tax Deduction at Source (TDS)
		13.3.3	Value Added Tax (VAT)
13.4	Bank Accounts Maintenance		
		13.4.1	Reconciliation of Bank Accounts
		13.4.2	Bank Liasoning
13.5	Ledger Scrutiny		
		13.5.1	Creditor Ledger Scrutiny
13.6	M.I.S. Reports		
		13.6.1	M.I.S. Reports Generation
13.7	Salary Muster & Ledger Maintenance		
		13.7.1	Salary Muster & Ledger Maintenance
13.8	Audits		
		13.8.1	Audits
13.9	Budgeting		
		13.9.1	Budgeting
13.10	Investment Policies and Schedule Maintenance		
		13.10.1	Temple Main Investments
		13.10.2	Temple Current Investments

[Type text]

		13.10.3	Withdrawal from Investments

Process KPIs

	Key Performance Indicator	Measure	Permissible Value
1	Lead Time for Payment?	No. of Days	3
2	Lead Time for Donation receipts?	No. of minutes	15 mins

RASCI Matrix at Activity Group Level

	Activity	Responsible	Accountable	Sponsor	Consult	Inform
13.1					Chief Accountant	Chief Accountant/CF O
13.2	Payment Receipt/ Donation	Cashier/ Accountant	Accountant			Chief Accountant/CF O
13.3	Government Liabilities	Sr. Accountant	Chief Accountant			CFO
13.4	Bank Accounts Maintenance	Sr. Accountant	Sr. Accountant		Chief Accountant	Chief Accountant
13.5	Ledger Reconciliation	Accountant	Accountant		Sr. Accountant	Chief Accountant
13.6	M.I.S. Report Generation	Sr. Accountant	Sr. Accountant		Chief Accountant	CFO/ Finance Committee
13.7	Salary Muster & Ledger Maintenance	H.R.M./ Sr. Accountant	Sr. Accountant		Chief Accountant	Chief Accountant

[Type text]

13.8	Audits	Sr. Accountant	Sr. Accountant		Chief Accountant	CFO/ Finance Committee
13.9	Budgeting	Chief Accountant	Chief Accountant		Temple Departments/ CFO	CFO/ Finance Committee
13.10	Investment Policies and Schedule Maintenance	Sr. Accountant	Chief Accountant		Finance Committee	CFO

Escalation Matrix

	Level 1	Level 2	Level 3	Level 4
Role				
Resolution Time				

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Activity Group

13.1 Payment

Sr. No

Activity

Owner

13.1.1

Payment Process for Cheque/ RTGS / NEFT Payments

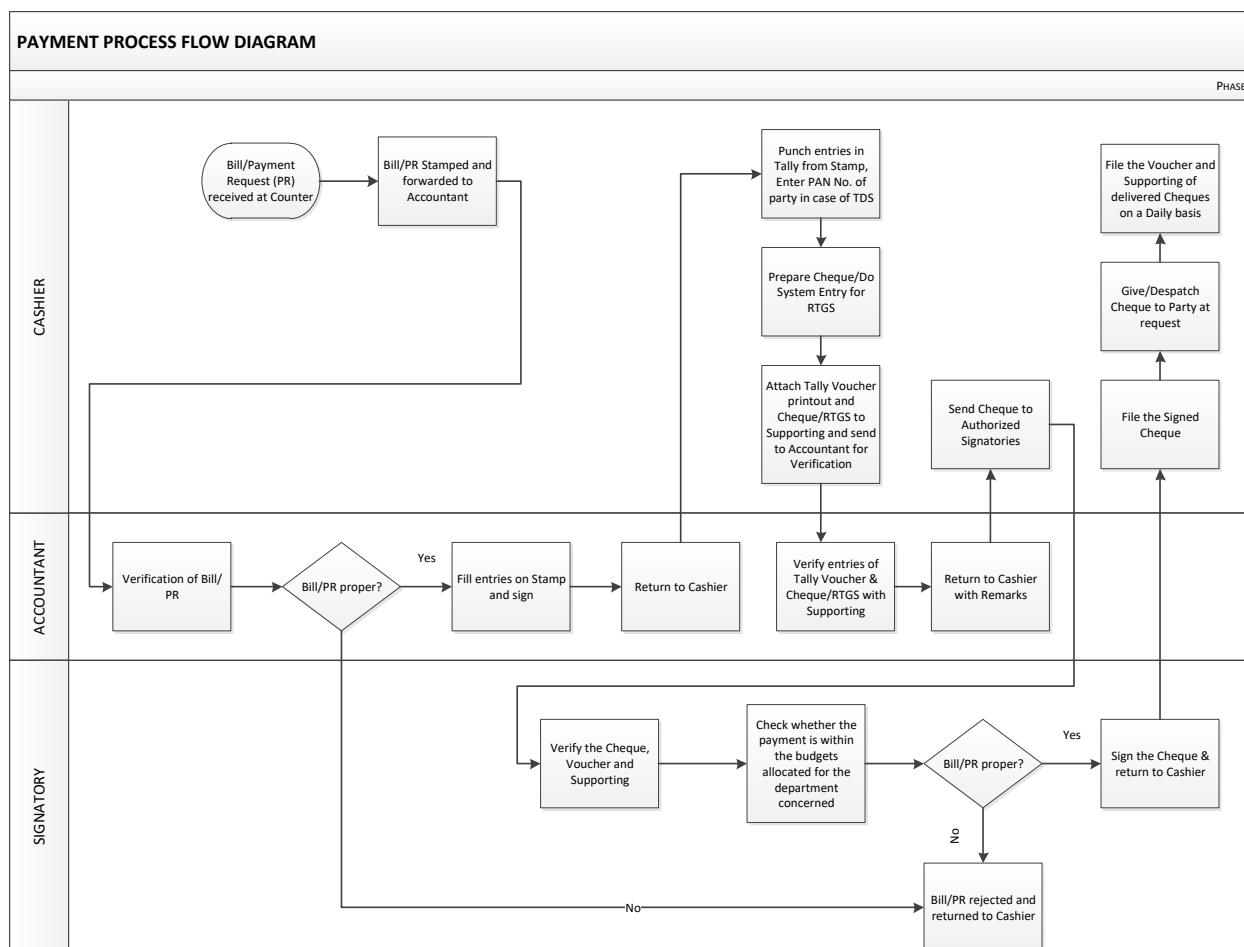
Accountant

The Bill/PR for Cheque/ RTGS/ NEFT payment is received and stamped by Cashier and then forwarded to Accountant for verification. After verification of Bill/PR and filling the stamp entries the bill is returned to Cashier who will then make Cheque and its Tally entry. The Tally voucher, Cheque and Supporting Documents are sent back to Accountant who will finally verify and approve. Later the Cheque is sent to Authorized Signatory for signature.



Activity Flow

[Type text]



Task Information

		By When	By Whom
13.1.1.1	Bill/PR (alongwith PAN Card photocopy in case of TDS cuts) are received at Counter		Cashier
13.1.1.2	Bill/PR Stamped and forwarded to Accountant	Before Day End	Cashier
13.1.1.3	Verification of Bill/PR		Accountant
13.1.1.3.1	Check whether Bill/PR is authorized by Department concerned		Accountant
13.1.1.3.2	Check if the Bill is fake		Accountant
13.1.1.3.3	Check that if VAT or Service Taxes are added in the Bill then whether the VAT No. and Service Tax No. are mentioned on the Bill or not		Accountant
13.1.1.3.4	Verify bill entries and calculations		Accountant
13.1.1.4	Bill/PR proper?		Accountant
13.1.1.5	Fill entries on Stamp and sign		Accountant
13.1.1.5.1	Decide the Trust from which to make payment		Accountant

[Type text]

13.1.1.5.2	Decide the Ledger and Head for payment eg. Ledger=GFS, Head=Food Expenses		Accountant
13.1.1.5.3	Decide TDS cut (Refer 13.3.2.1)		Accountant
13.1.1.5.4	Fill amount after deducting TDS and sign		Accountant
13.1.1.6	Return to Cashier		Accountant
13.1.1.7	Punch entries in Tally from Stamp, Enter PAN No. of initiator in case of TDS		Cashier
13.1.1.8 (a)	Prepare Cheque or do System Entry for RTGS for general Bill/PR		Cashier
13.1.1.8 (b)	In case the Bills given are in lieu of a previous advance, Credit the initiator for previous advance in Tally and receive cash/ give cheque for the outstanding amount		Cashier
13.1.1.9	Attach Tally Voucher printout and Cheque/RTGS to Supporting and send to Accountant for Verification		Cashier
13.1.1.10	Verify entries of Tally Voucher & Cheque/RTGS with Supporting		Accountant
13.1.1.10.1	Check amount and name on Cheque, Check Trust and Ledger on Voucher		Accountant
13.1.1.11	Return to Cashier with Remarks		Accountant
13.1.1.12	Send Cheque alongwith Tally Voucher and Supporting to Authorized Signatories		Cashier
13.1.1.13	Verify the Cheque, Voucher and Supporting		Authorized Signatory
13.1.1.14	Check whether the payment is within the budgets allocated for the department concerned		Authorized Signatory
13.1.1.15	Bill/PR proper?		Authorized Signatory
13.1.1.16	If approved, sign the Cheque & return to Cashier		Authorized Signatory
13.1.1.17	File the Signed Cheque	Within 3 Days of Bill Receipt	Cashier
13.1.1.18	Give/Despatch Cheque to Initiator at request		Cashier
13.1.1.19	File the Voucher and Supporting of delivered Cheques on a Daily basis	Day of Cheque Delivery	Cashier
13.1.1.20	Bill/PR rejected and returned to Cashier		Accountant/ Authorized Signatory

△ Rules

- a. Unauthorized bills should not be entertained.
- b. Bills should be checked for entries, calculations, VAT No., Service Tax No. if applicable.
- c. Supporting Documents should be filed alongwith Tally Voucher for delivered cheques on a daily basis.

[Type text]

- d. In case of TDS, collect the Xerox copy of PAN card of the party before making payment.

Guidelines

- a. The Payment process should be completed within 3 days.
- b. In case the initiator collects an advance, the entry is booked in Tally as a debt in the name of the initiator.

Exceptions – What to do if...

- a. If Bill is unauthorized or having some discrepancy then the bill is returned to the initiator for corrections/ clarifications.
- b. If a calculation mistake is there in the bills then the correction is made and the cheque is made for the corrected amount.
- c. In case of TDS, if the cashier finds that the PAN No. of the initiator is not correct while punching in Tally (at 13.1.1.7), the bill is put on hold/ returned to initiator until proper PAN no. is provided

Job Aids

- a. Tally

Sr. No	Activity	Owner
13.1.2	Payment Process for Cash Payments The Bill/PR for cash payment is received at counter by Cashier. The cashier checks the Bill/PR and if it is proper, he immediately makes cash payment in lieu of the Bill/PR. At end of day, the cashier books all the cash payments done during the day in the Tally system.	Cashier

Activity Flow

Task Information

[Type text]

		<u>By When</u>	<u>By Whom</u>
13.1.2.1	Bill/Payment Request (PR) for cash payment is received at Counter	Between 2-4pm	Cashier
13.1.2.2	Verification of Bill/PR		Cashier
13.1.2.2.1	Check whether Bill/PR is authorized by Department concerned		Cashier
13.1.2.2.2	Check if the Bill is fake		Cashier
13.1.2.2.3	Check that if VAT or Service Taxes are added in the Bill then whether the VAT No. and Service Tax No. are mentioned on the Bill or not		Cashier
13.1.2.2.4	Verify bill entries and calculations		Cashier
13.1.2.3	Bill/PR proper?		Cashier
13.1.2.4	Put Stamp on the Bill/PR		Cashier
13.1.2.5	Fill entries on Stamp and sign		Cashier
13.1.2.5.1	Decide the Trust from which to make payment		Cashier
13.1.2.5.2	Decide TDS cut (Refer 13.3.2.1), Collect Xerox of PAN Card of the party in case of TDS		Cashier
13.1.2.5.3	Fill amount after deducting TDS and sign		Cashier
13.1.2.6	Is the bill in lieu of previous PR or is it a new bill?		Cashier
13.1.2.6(a)	Count and give cash to initiator		Cashier
13.1.2.6(b)	Credit the initiator for previous advance in Tally and give/ receive the outstanding amount	Immediately	Cashier
13.1.2.7	Park Bill/PR for Tally entry at End of Day		Cashier
13.1.2.8	Run End of Day procedures		Cashier
13.1.2.8.1	Decide the Ledger and Head for payment eg. Ledger=GFS, Head=Food Expenses		Cashier
13.1.2.8.2	Punch entries in Tally from Stamp, Enter PAN No. of initiator in case of TDS		Cashier
13.1.2.8.3	File the Tally Voucher and Supporting of payments made on a Daily basis	Same Day	Cashier



Rules

- Unauthorized bills should not be entertained.
- Bills should be checked for entries, calculations, VAT No., Service Tax No. if applicable.
- Supporting Documents should be filed alongwith Tally Voucher for all payments on a daily basis.
- In case of TDS, collect the Xerox copy of PAN card of the party before making payment.



Guidelines

- The Payment process should be completed within 3 days.

[Type text]

- b. | In case the initiator collects an advance, the entry is booked in Tally as a debt in the name of the initiator.



Exceptions – What to do if...

- a. | If Bill is unauthorized or having some discrepancy then the bill is returned to the initiator for corrections/ clarifications.
- b. | If a calculation mistake is there in the bills then the correction is made and the payment is made for the corrected amount.



Job Aids

- a. | Tally

[Type text]

Activity Group 13.2 Donation/ Receipts

Sr. No	Activity	Owner
13.2.1	Cash/ Cheque Donations at counter	Cashier

The funds received policies and procedures ensure that all in-coming funds are properly recorded and safeguarded through separation of duties and proper documentation. Cash/ Cheque are received with the donation form mentioning the amount, occasion and head for donation. After verification, entries are made in system and then the receipt is generated and handed to donor.



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.2.1.1	Welcome the donor at counter		Cashier
13.2.1.2	Check if donor's details are already there in Donation Package		Cashier
13.2.1.3	Ask donor to fill applicable details in donation form		Cashier
13.2.1.4	Receive donation form and cash/ cheque		Cashier
13.2.1.5 (a)	Count and verify cash received with amount claimed in form		Cashier
13.2.1.5 (b)	Verify Cheque details with form		Cashier
13.2.1.6	Stock donations in separate drawer		Cashier
13.2.1.7	Make donation entry in the Donation Package		Cashier
13.2.1.8	Print and give receipt to donor		Cashier
13.2.1.9	Run End of Day procedures		Cashier
13.2.1.9.1	Prepare Daily Donation Report from Donation Package		Cashier
13.2.1.9.2	Transfer donations data from Donation Package to Tally		Cashier
13.2.1.9.3	Stack cash donations by denominations		Cashier
13.2.1.9.4	Count the total amount and deposit all donations (Cash/Cheque) in bank		Cashier



Rules

[Type text]

- a. Donations received cannot be used for expenses directly. They have to be first deposited in bank at day end or on next day. Expenses can only be made from bank withdrawals



Guidelines

- a. The Donations should be deposited in bank either on the same day or at max on the next day.
- b. Receipts should be given for all donations immediately.



Exceptions – What to do if...

- a. In case of bounced donation cheques, the matter should be followed up with donor.
- b. In case of Janmashtami donations, donations are verified and accepted but the receipts are given only after 1 or 2 days.



Job Aids

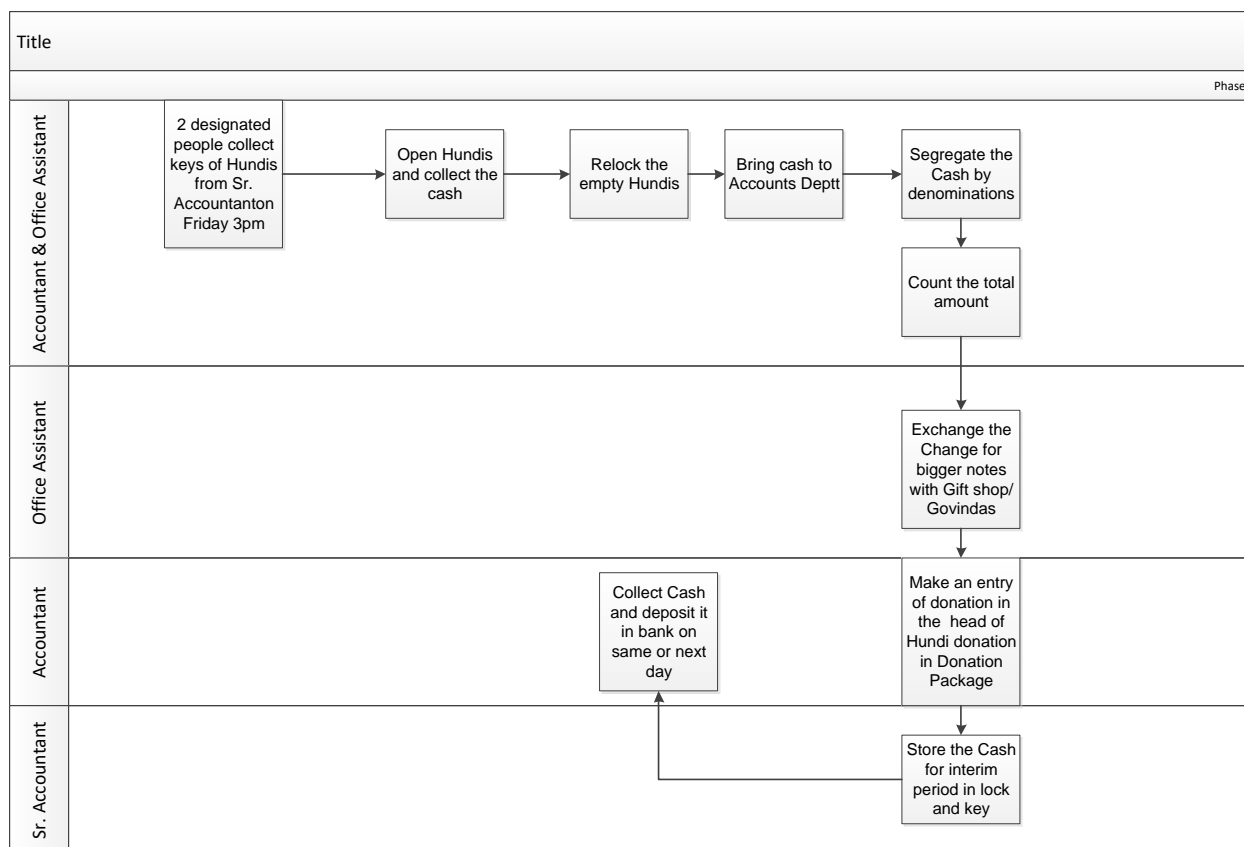
- a. Donation Package
- b. Tally

Sr. No	Activity	Owner
13.2.2	Donations in Hundi	Accountant



Activity Flow

[Type text]



Task Information

		<u>By When</u>	<u>By Whom</u>
13.2.2.1	2 designated people collect keys of Hundis from Sr. Accountanton Friday 3pm	Every Friday, 2-4pm	Accountant and Office Assistant
13.2.2.2	Open Hundis and collect the cash		Accountant and Office Assistant
13.2.2.3	Relock the empty Hundis		Accountant and Office Assistant
13.2.2.4	Bring cash to Accounts Deptt		Accountant and Office Assistant
13.2.2.5	Segregate the Cash by denominations		Accountant and Office Assistant
13.2.2.6	Count the total amount		Accountant and Office Assistant
13.2.2.7	Exchange the Change for bigger notes with Gift shop/ Govindas		Office Assistant
13.2.2.8	Make an entry of donation in the head of Hundi donation in Donation Package		Accountant
13.2.2.9	Store the Cash for interim period in lock and key		Senior Accountant
13.2.2.10	Collect Cash and deposit it in bank on same or next day	By Monday	Accountant

[Type text]



Rules

- a. Donations received cannot be used for expenses directly. They have to be first deposited in bank at day end or on next day. Expenses can only be made from bank withdrawals



Guidelines

- a. Minimum two people should go for collecting Hundi donations



Exceptions – What to do if...



Job Aids

- a. Donation Package

Sr. No

Activity

Owner

13.2.3

Online Donations

Cashier

Online donations may come either through temple website or through NEFT transfer. As soon as the information of such donation is received, either through phone or e-mail, the entry is done in Donation package.



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.2.3.1(a)	Information for donation through website/ NEFT is received through email/ phone		Executive Accountant
13.2.3.1(b)	Online donation entry is found in Bank statement during reconciliation		Sr. Accountant
13.2.3.2(a)	Details of donor and donation conveyed to Cashier		Accountant

[Type text]

13.2.3.3(a)	Verify entry of the donation in Bank statement		Accountant
13.2.2.4(a)	If verified make entry of donation in donation package in name of donor		Cashier
13.2.2.4(b)	Make entry of donation in donation package in name of Well wisher		Cashier
13.2.2.5	Post entry in Tally		Cashier
13.2.2.6	Generate receipt		Cashier
13.2.2.7	Either file or send the receipt to donor		Cashier



Rules

a.



Guidelines

a.



Exceptions – What to do if...



Job Aids

a.

Donation Package

b.

Tally

Sr. No	Activity	Owner
13.2.4	Cash/ Cheque/ Credit Card Receipts at counter Other than donations there can be receipts through sales in Govindas, Matchless Gift Shop, Tulsi Books etc.	Cashier



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.2.4.1	Make entry of receipt in receipt register		Cashier

[Type text]

13.2.4.2	Receive cash/ cheque/ Credit card coupon		Cashier
13.2.4.3 (a)	Count and verify cash received with amount claimed in form		Cashier
13.2.4.3 (b)	Verify Cheque/ Credit card coupon details with register		Cashier
13.2.4.4	Stack received cash/ cheque/ Credit card coupon in separate drawer		Cashier
13.2.4.5	Print and give receipt to initiator, keep one receipt copy for filling		Cashier
13.2.4.6	Stack cash donations by denominations		Cashier
13.2.4.7	Make entry of all in the Tally Package		Cashier
13.2.4.8	Count the total amount and deposit all receipts (Cash/Cheque) in bank	Day end/ Next Day	Cashier



Rules

- a. Cash received cannot be used for expenses directly. They have to be first deposited in bank at day end or on next day. Expenses can only be made from bank withdrawals



Guidelines

- a. The received amount should be deposited in bank either on the same day or at max on the next day.



Exceptions – What to do if...

- a. In case of bounced cheques, the matter should be followed up with initiator.



Job Aids

- a. Tally

Activity Group

13.3 Government Liabilities

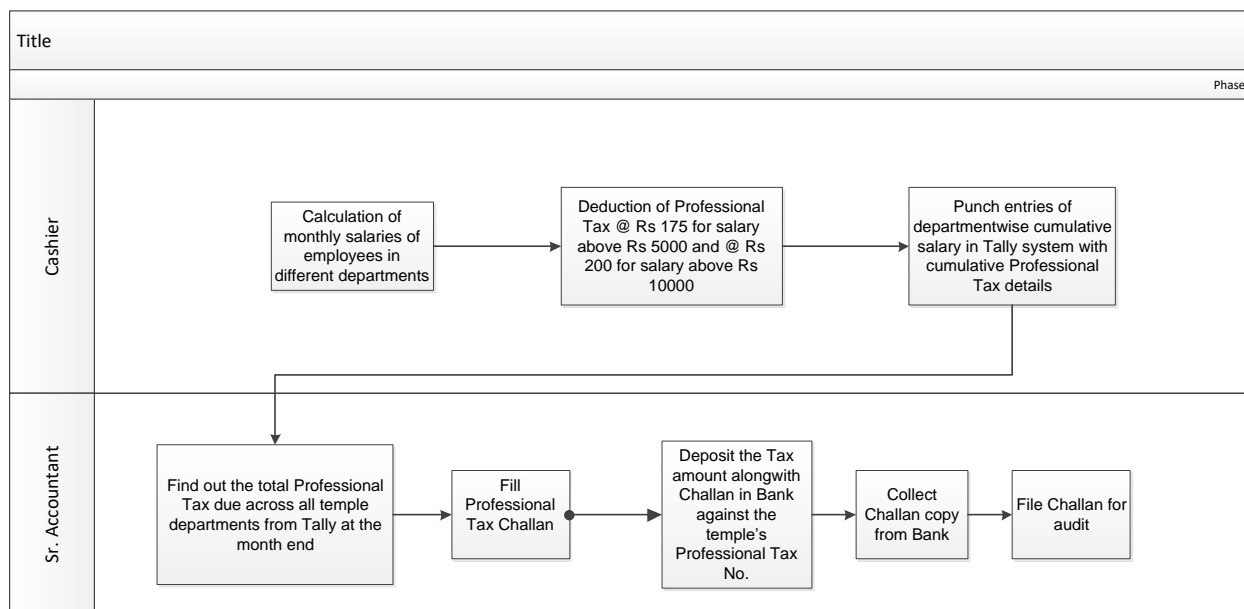
Sr. No	Activity	Owner
13.3.1	Professional Tax	Sr. Accountant

[Type text]

Professional Tax is cut by the government on salaries above 5000 per month in two slabs. Temple cuts this tax from salaries of its employees and pays the cumulative amount for all of its employees to the Government.



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.3.1.1	Calculation of monthly salaries of employees in different departments		Cashier
13.3.1.2	Deduction of Professional Tax @ Rs 175 for salary above Rs 5000 and @ Rs 200 for salary above Rs 10000		Cashier
13.3.1.3	Punch entries of departmentwise cumulative salary in Tally system with cumulative Professional Tax details		Cashier
13.3.1.4	Find out the total Professional Tax due across all temple departments from Tally at the month end		Sr. Accountant
13.3.1.5	Fill Professional Tax Challan		Sr. Accountant
13.3.1.6	Deposit the Tax amount alongwith Challan in Bank against the temple's Professional Tax	7 th of New month	Sr. Accountant

[Type text]

	No.		
13.3.1.7	Collect Challan copy from Bank	Same Day	Sr. Accountant
13.3.1.8	File Challan for audit	Same Day	Sr. Accountant



Rules

- a. Professional Tax should be deposited before 7th of Next Month otherwise Penalty is payable.



Guidelines

- a.



Exceptions – What to do if...

- a.



Job Aids

- a. Tally

Sr. No	Activity	Owner
13.3.2	Tax Deduction at Source (TDS) TDS is deducted by Government on any Rent or Professional Charges or Contract Charges that the temple might have paid. Accordingly the temple deducts TDS towards the initiator while making such payments.	Sr. Accountant



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
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[Type text]

13.3.2.1	While verification of Bills for payment at step 13.1.1.5.3, check if any Rent or Professional Charges or Contract Charges are mentioned		Sr. Accountant
13.3.2.2	If so deduct appropriate TDS amount to give Net Payable		Sr. Accountant
13.3.2.2.1	For Rent Charges, deduct TDS @ 10%		Sr. Accountant
13.3.2.2.2	For Professional Charges, deduct TDS @ 10%		Sr. Accountant
13.3.2.2.3	For Individual Contracts deduct TDS @ 1%		Sr. Accountant
13.3.2.2.4	For Company/Limited Contracts deduct TDS @ 2%		Sr. Accountant
13.3.2.3	Make entry of TDS alongwith payment in Tally (Refer 13.1.1.7)		Cashier
13.3.2.3.1	Enter TDS amount in Tally against PAN no. given by initiator		Cashier
13.3.2.3.2	If PAN no. is incorrect, entry is rejected by Tally; Bill is kept on hold		Cashier
13.3.2.4	Find out the Rent, Professional Charge and Contract Charge wise TDS due on temple across all payments from Tally at the month end		Sr. Accountant
13.3.2.5	Fill separate Challans for Rent, Professional Charge and Contract Charge		Sr. Accountant
13.3.2.6	Deposit the Tax amount alongwith Challan in Bank against the temple's TAN No.	7 th of New month	Sr. Accountant
13.3.2.7	Collect Challan copy from Bank	Same Day	Sr. Accountant
13.3.2.8	File Challan for audit	Same Day	Sr. Accountant



Rules

- a. TDS should be deposited before 7th of Next Month otherwise Penalty is chargeable.



Guidelines

- a.



Exceptions – What to do if...

- a. In case of TDS, if the cashier finds that the PAN No. of the initiator is not correct while punching in Tally (at 13.1.1.7), the bill is put on hold/ returned to initiator until proper PAN no. is provided



Job Aids

- a. Tally

[Type text]

Sr. No	Activity	Owner
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13.3.3 Value Added Tax (VAT) **Sr. Accountant**

VAT is deducted on a Quarterly basis by the Government on all Sales and Purchases that the temple might have undergone.



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.3.3.1	Fetch the total Sales and Purchase data of the temple from Tally at the end of a Quarter.		Sr. Accountant
13.3.3.2	Take printout and give it to Sale Tax Consultant (STC)		Sr. Accountant
13.3.3.3	STC computes the VAT applicable and informs the accountant		STC
13.3.3.4	Deposit Cheque of the amount with the STC		Sr. Accountant
13.3.3.5	Collect receipt from STC and file it.		Sr. Accountant



Rules

a. |



Guidelines

a. |



Exceptions – What to do if...

a. |



Job Aids

a. | Tally

[Type text]

Activity Group 13.4 Bank Accounts Maintenance

Sr. No	Activity	Owner
13.4.1	Reconciliation of Bank Accounts	Sr. Accountant

The entries of transactions in Tally and Bank Records should ideally match completely. Reconciliation is the process of matching the two records and capturing the unmatched entries. The unmatched entries are then followed up.



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.4.1.1	Visit Bank website and download the Bank statement for a given bank account for the reconciliation period	Daily, Monthly	Sr. Accountant
13.4.1.2	Print the Bank statement		Sr. Accountant
13.4.1.3	Open the Tally records for that Bank account		Sr. Accountant
13.4.1.4(a)	Take sequentially each entry of Bank Statement and manually search for it in Tally records		Sr. Accountant
13.4.1.4(b)	Use <i>ReconTemplate.xls</i> Excel Sheet for automatically identifying all matching records		Sr. Accountant
13.4.1.5	Punch Bank date of matching records in Tally and tick mark them on Bank statement		Sr. Accountant
13.4.1.6	Identify unmatched records and investigate them		Sr. Accountant
13.4.1.7	Send unmatched deposit entries to Cashier for entry in Tally		Sr. Accountant
13.4.1.8	Punch unmatched deposit entries in Tally		Cashier
13.4.1.9	Maintain records of these entries for future use eg. Receipt generation		Cashier



Rules

a.



Guidelines

[Type text]

- a. Reconciliation is performed by Accountant on a daily basis from 5th to 25th of month. Rest of the period he devotes for monthwise reconciliation and MIS report generation.



Exceptions – What to do if...

a. |



Job Aids

- a. Tally
b. ReconTemplate.xls Excel sheet

Sr. No

Activity

Owner

13.4.2

Bank Liasoning

Sr. Accountant

Bank liasoning involves maintaining relations and contact details of bank officials and following them up for banking operations. The following is the broad list of activities that come under bank liasoning:

1. Maintaining relationship and contacts of bank officials.
2. Opening new accounts.
3. Addition/ deletion of signatories in existing account.
4. Providing documents to bank for investment, account opening and other purposes.
5. Foreign Remittance: Applying for F.I.R.C certificate used for audit purposes.
6. Maintaining bank documents eg. FDs etc.
7. Sending daily balances of Tally & Bank Statement to CFO and Chief Accountant.



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.4.2.1	Maintaining relationships and contacts of bank officials		Sr. Accountant
13.4.2.2	Opening new accounts		Sr. Accountant

[Type text]

13.4.2.3	Addition/ deletion of signatories in existing account		Sr. Accountant
13.4.2.4	Providing documents to bank for investment, account opening and other purposes.		Sr. Accountant
13.4.2.5	Foreign Remittance: Applying for F.I.R.C certificate used for audit purposes		Sr. Accountant
13.4.2.6	Maintaining bank documents eg. FDs etc.		Sr. Accountant
13.4.2.7	Sending daily balances of Tally & Bank Statements to CFO and Chief Accountant		Sr. Accountant



Rules

a. |



Guidelines

a. |



Exceptions – What to do if...

a. |



Job Aids

a. |

Activity Group

13.5 Ledger Scrutiny

Sr. No

Activity

Owner

13.5.1

Creditor Ledger Scrutiny

Accountant

For Temple firms like Govindas, separate Purchase and Payment entries are done in Tally. Purchase entry is done as soon as some good is received at the godown. The payment entry for the same is done while giving payment to the party. These purchase and payment entries should match. At the end of the month, Ledger scrutiny is done to check whether double entry or incorrect entries have not been done.

[Type text]



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.5.1.1	Open Balance Sheet/ Ledger of creditor in Tally		Accountant
13.5.1.2	Check whether purchase entries and payment entries match and ascertain reason in case of discrepancy		Accountant
13.5.1.3	Check whether any creditors have debit balance and ascertain cause of the same		Accountant
13.5.1.4	Check whether all advances given have been settled		Accountant
13.5.1.5	In case of discrepancy in above points, check every record against bills to match purchase and payment		Accountant



Rules

a. |



Guidelines

a. | The scrutiny of ledger should be performed every month.



Exceptions – What to do if...

a. |



Job Aids

a. | Tally

[Type text]

Activity Group 13.6 M.I.S. Reports

Sr. No	Activity	Owner
13.6.1	M.I.S. Reports Generation	Sr. Accountant

Management Information System (M.I.S.) Reports are monthly *statements of performance* of the accounts of the temple, and are sent to the trustees and finance officers of the temple.



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.6.1.1	Reconcile Tally and Donation Package Records for the month	31 st of month	Sr. Accountant
13.6.1.2	Reconcile Bank Statements and Tally Records for the month (Refer: 13.4.1)	31 st of month	Sr. Accountant
13.6.1.3	Check Big entries in Tally for errors		Sr. Accountant
13.6.1.4	Export Trial Balance of trusts from Tally to Excel		Sr. Accountant
13.6.1.5	Append this to the M.I.S. Template Excel sheet where entries will get mapped by ledger code		Sr. Accountant
13.6.1.6	Achieve Trial Balance = 0		Sr. Accountant
13.6.1.7	Save report for the month and send it to Temple Finance Committee	First week of new month	Sr. Accountant



Rules

a.



Guidelines

- Reconciliation is performed by Accountant on a daily basis from 5th to 25th of month. Rest of the period is devoted for monthwise reconciliation and MIS report generation.
- Exclude manual entries of donations in Tally while reconciling Tally and Donation package records.

[Type text]



Exceptions – What to do if...

a. |



Job Aids

- a. | Tally
- b. | M.I.S. Template Excel Sheet

Activity Group

13.7 Salary Muster & Ledger Maintenance

Sr. No	Activity	Owner
13.7.1	Salary Muster & Ledger Maintenance Salary Payment procedures are designed to assure that payroll is based on proper authorization and required documentation, is paid at the approved rate, is only paid to actual employees, and to assure that proper and timely reporting is made to federal, state, and local taxing authorities. The temple employees working in different departments like Maintenance, Website, Accounts, Drivers etc. punch their card to mark their attendance. The employee attendance records can be transferred from the punching machine to an excel sheet. Based on this excel sheet the payments are calculated and disbursed to the employees.	H.R.M./ Sr. Accountant



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.7.1.1(a)	Punch daily attendance in punching system		Employee
13.7.1.1(b)	Communicate any leaves to H.R.M.		Employee
13.7.1.2	Generate attendance sheet of all employees in excel sheet from previous two points	Last day of month	H.R.M.
13.7.1.3	Calculate P.F., E.S.I.S., Proff. Tax, Gross and Net salaries for each employee in the		H.R.M.

[Type text]

	excel sheet		
13.7.1.4	Transfer attendance sheet data to Salary Muster		H.R.M.
13.7.1.5	Give attendance excel sheet to Sr. Accountant		H.R.M.
13.7.1.6	Book J.V. for the Total Net Salary, P.F., E.S.I.S., Proff. Tax of all employees in Tally for last day of Salary month	First week of Next Month	Sr. Accountant
13.7.1.7	Make payment to employees either through Cheque, Cash or NEFT transfer to employee's account	First week of Next Month	Sr. Accountant
13.7.1.8	Check P.F. and E.S.I.S. calculations for previous month	15 th of next month	P.F. Consultant
13.7.1.9	Fill online challan for P.F. and E.S.I.S. of employees on Government website		P.F. Consultant
13.7.1.10	Make Cheque for P.F and E.S.I.S. of employees and deposit in bank with online challan print		Sr. Accountant



Rules

a.



Guidelines

- a. Most of the salaries should be disbursed either through NEFT or cheque payment. Cash payments should be bare minimum as trusts are not supposed to make much cash payments.



Exceptions – What to do if...

a.



Job Aids

- a. Tally

Activity Group

13.8 Audits

Sr. No

Activity

Owner

[Type text]

13.8.1 Audits

Sr. Accountant

The CFO appoints an auditor/ audit firm to audit all financial records of the temple on a biannual and annual basis. All necessary support is given by staff to the auditors in terms of information, records etc. Annual audit report is submitted to the Finance Committee for review. These audit certificates are important for filing tax exemptions etc. with Government.

Apart from this internal audits are also regularly performed with the following aims:

1. Suggest improvement & systems keeping in mind changes in law etc.
2. Verify Cash/ Cheque payment entries w.r.t. Trust, Ledger, Amount, Revenue/Capital.
3. Verify Contra entries by cash and cheque.
4. Verification of Party Ledgers.



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>



Rules

a.



Guidelines

a.

All necessary support is given by staff to the auditors in terms of information, records etc.



Exceptions – What to do if...

a.

[Type text]



Job Aids

a. |

Activity Group 13.9 Budgeting

Sr. No	Activity	Owner
13.9.1	Budgeting Budgets provide a standard by which to measure performance, encourage planning, and allocate resources in accordance with funding source requirements. Annual Budget of the temple is prepared in the month of Feb-Mar for all expenses- revenue and capital.	Chief Accountant



Activity Flow



Task Information

		<u>By When</u>	<u>By Whom</u>
13.9.1.1	Send a report of the previous year's expenses to each Temple department	Feb End	Chief Accountant
13.9.1.2	Request them to give forecast of their expenses- revenue and capital for next financial year with justifications	Feb End	Chief Accountant
13.9.1.3	Send forecast to Chief Accountant	March Beginning	Temple Departments
13.9.1.4	Discuss expense forecasts of departments with CFO		Chief Accountant
13.9.1.5	Call meeting with Department Heads for reconciling their projected expenses with revenues		Chief Accountant
13.9.1.6	Finalize budget after taking into consideration inflation and previous year's expenses in consultation with CFO		Chief Accountant
13.9.1.7	Send forecast to Finance Committee for approval		Chief Accountant
13.9.1.8	Approve the budget after discussions and modifications		Finance Committee

[Type text]

13.9.1.9	Any major revenue/capital expenses during the year have to be checked against the allocated budget		Chief Accountant
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Rules

a. |



Guidelines

a. | Inflation should be taken into account while estimating the budget.



Exceptions – What to do if...

a. |



Job Aids

a. |

Activity Group

13.10 Investments

Sr. No

Activity

Owner

13.10.1 Temple Main Investments

Sr. Accountant

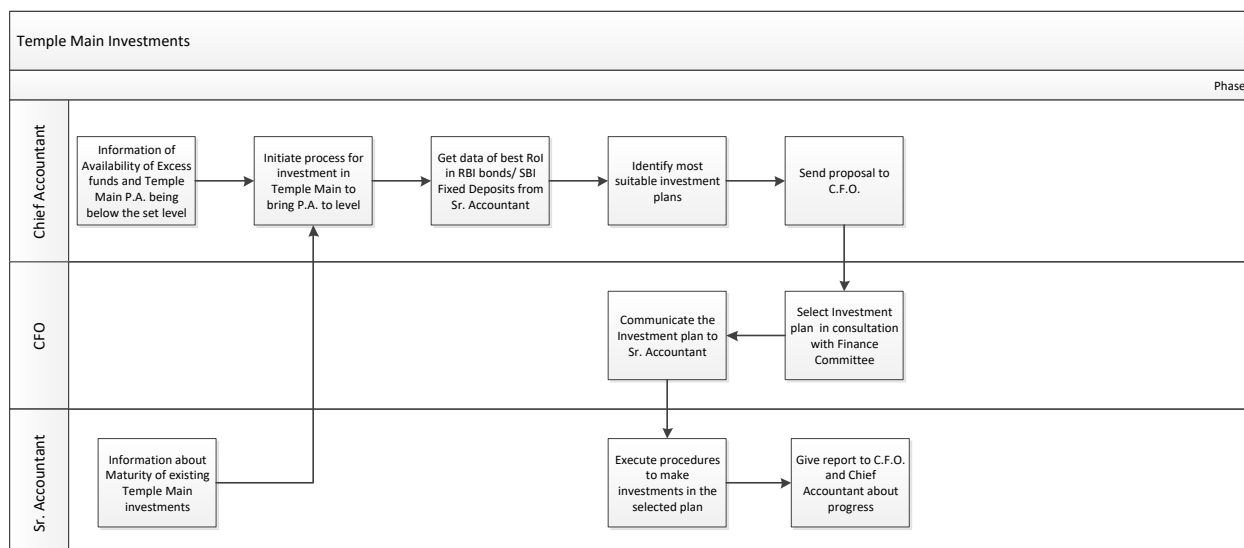
The purpose of the investment policy is to minimize risk and maximize investment return, while at the same time assuring that the temple can meet the cash need for ongoing operations. Currently the temple invests a portion of its funds as Temple Main and the rest as Temple Current.

The Principal amount from the Temple Main is never withdrawn. Only the interest from the Temple Main can be used for meeting the regular requirements of the temple. Temple Main investments are done in RBI bonds, Fixed deposits in SBI etc.

[Type text]



Activity Flow



Task Information

		<i>By When</i>	<i>By Whom</i>
13.10.1.1(a)	Information about Maturity of existing Temple Main investments		Sr. Accountant
13.10.1.1(b)	Information of Availability of Excess funds and Temple Main P.A. being below the set level		Chief Accountant
13.10.1.2	Initiate process for investment in Temple Main to bring P.A. to level		Chief Accountant
13.10.1.3	Get data of best Rol in RBI bonds/ SBI Fixed Deposits from Sr. Accountant		Chief Accountant
13.10.1.4	Identify most suitable investment plans		Chief Accountant
13.10.1.5	Send proposal to C.F.O.		Chief Accountant
13.10.1.6	Select Investment plan in consultation with Finance Committee		C.F.O.
13.10.1.7	Communicate the Investment plan to Sr. Accountant		C.F.O.
13.10.1.8	Execute procedures to make investments in the selected plan		Sr. Accountant
13.10.1.9	Give report to C.F.O. and Chief Accountant about progress		Sr. Accountant



Rules

- The temple trusts can invest in bonds/ F.D.s approved for trusts by the Government.

[Type text]



Guidelines

- a. C.F.O. needs to consult the Temple Finance Committee for selecting investment plan for Temple Main investments.



Exceptions – What to do if...

- a.



Job Aids

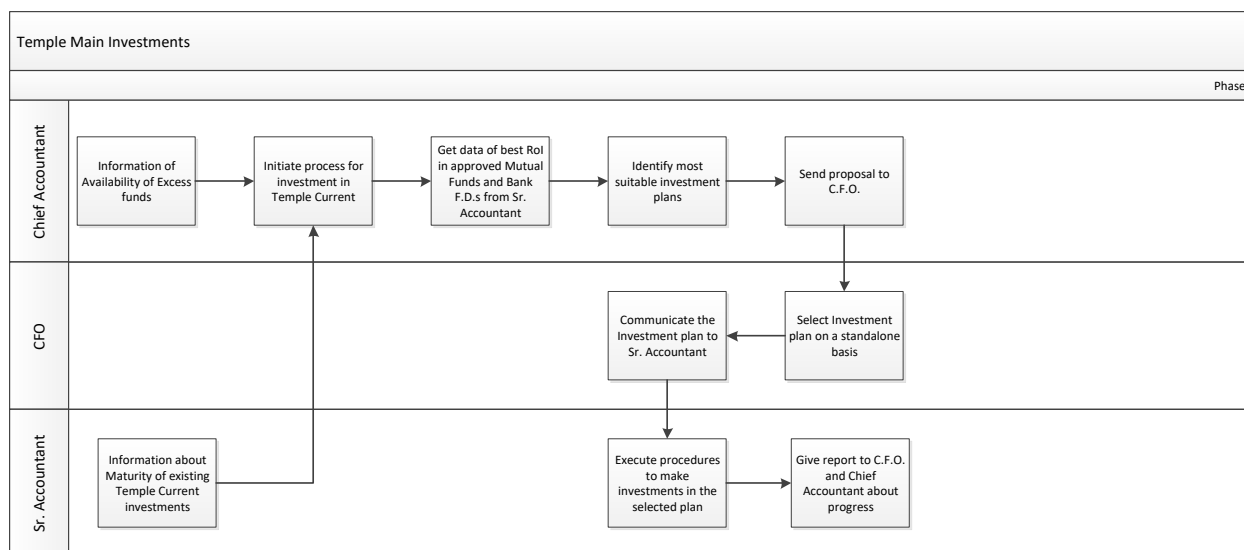
- a. Investment Maturity Excel sheet with Sr. Accountant

Sr. No	Activity	Owner
13.10.2	Temple Current Investments Depending on the availability of funds, excess funds are invested under Temple Current in approved investments like Birla Mutual Funds and FDs in reputed banks like HDFC, AXIS, YES. Depending on requirements, these funds can be withdrawn for meeting Cash Flow requirements.	Sr. Accountant



Activity Flow

[Type text]



Task Information

		<u>By When</u>	<u>By Whom</u>
13.10.2.1(a)	Information about Maturity of existing Temple Current investments		Sr. Accountant
13.10.2.1(b)	Information of Availability of Excess Funds		Chief Accountant
13.10.2.2	Initiate process for investment in Temple Current		Chief Accountant
13.10.2.3	Get data of best Rol in approved Mutual Funds and Bank F.D.s from Sr. Accountant		Chief Accountant
13.10.2.4	Identify most suitable investment plans		Chief Accountant
13.10.2.5	Send proposal to C.F.O.		Chief Accountant
13.10.2.6	Select Investment plan on a standalone basis		C.F.O.
13.10.2.7	Communicate the Investment plan to Sr. Accountant		C.F.O.
13.10.2.8	Execute procedures to make investments in the selected plan		Sr. Accountant
13.10.2.9	Give report to C.F.O. and Chief Accountant about progress		Sr. Accountant



Rules

- The temple trusts can invest in Mutual Funds/ F.D.s approved for trusts by the Government.



Guidelines

- C.F.O. can for select investment plan for Temple Current investments without consulting the Temple Finance Committee.

[Type text]



Exceptions – What to do if...

a. |



Job Aids

a. | Investment Maturity Excel sheet with Sr. Accountant

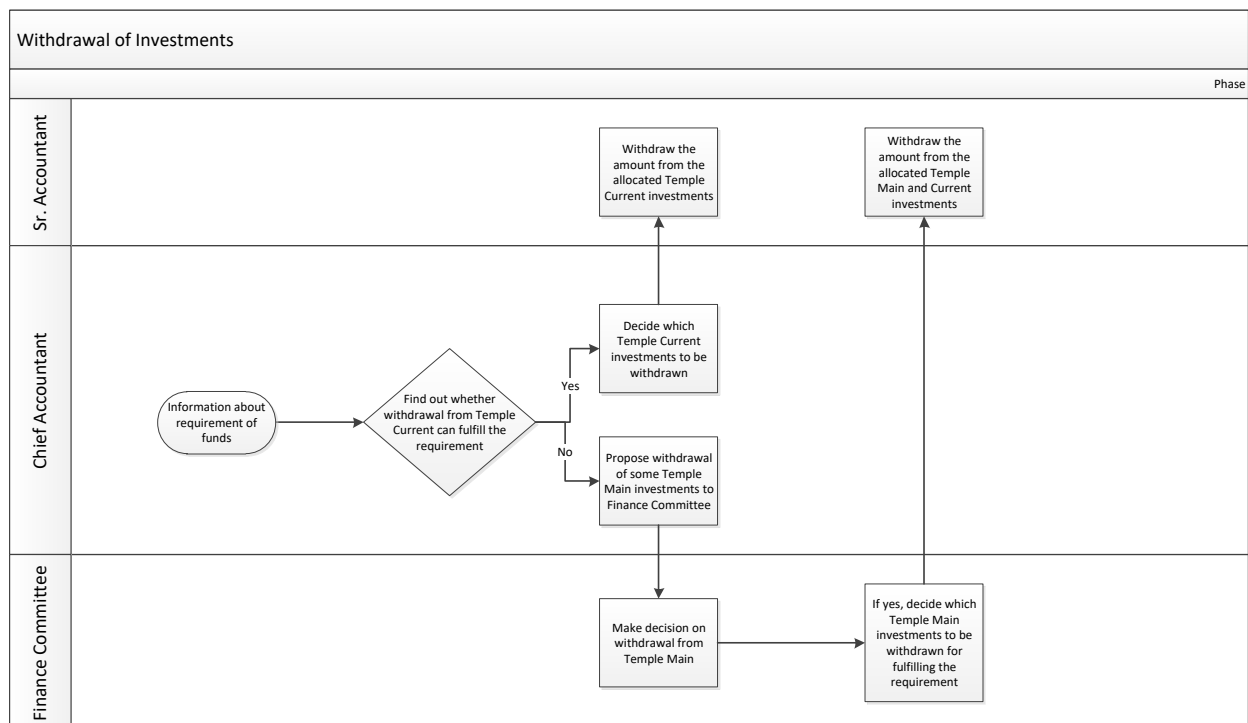
Sr. No	Activity	Owner
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13.10.3	Withdrawal from Investments	Sr. Accountant
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Depending on requirements, Temple Current funds can be withdrawn for meeting Cash Flow requirements of the temple. However only in exceptional circumstances, a portion of the Temple Main Principal Amount, can be borrowed temporarily with prior approval of the Temple Finance Committee. This borrowed amount has to be replenished as soon as funds become available.



Activity Flow



[Type text]



Task Information

		<u>By When</u>	<u>By Whom</u>
13.10.3.1	Information about requirement of funds		Chief Accountant
13.10.3.2	Find out whether withdrawal from Temple Current can fulfill the requirement		Chief Accountant
13.10.3.3	If yes, decide which Temple Current investments to be withdrawn for fulfilling the requirement		Chief Accountant
13.10.3.4	Withdraw the amount from the allocated investments		Sr. Accountant
13.10.3.5	If no, propose withdrawal of some Temple Main investments to Finance Committee		Chief Accountant
13.10.3.6	Make decision on withdrawal from Temple Main		Finance Committee
13.10.3.7	If yes decide which Temple Main investments to be withdrawn for fulfilling the requirement		Finance Committee
13.10.3.8	Withdraw the amount from the allocated Temple Main and Current investments		Sr. Accountant



Rules

- Any funds from the Temple Main cannot be withdrawn without prior approval of Finance Committee of Temple.
- Exceptional withdrawals from Temple Main are considered as borrowals and need to be replenished as soon as funds become available.



Guidelines

a. |



Exceptions – What to do if...

a. |



Job Aids

- Investment Maturity Excel sheet with Sr. Accountant