

HILL SOCIAL WELFARE SOCIETY

REGD. NO. S/1L/1026-2000-2001 UNDER WB ACT. XXVI OF 1961

PRIMTAM ROAD, P.O. KALIMPONG, DIST. DARJEELING, WEST BENGAL

FINANCIAL POLICY

The organization is presently multi-funded with no uniformity of scale of pay among different volunteers and staff of different projects as per donor guidelines. However total transparency shall be observed nonetheless. Visual display on board/wall of all individual project budget and activity shall be practiced as permissible. Moreover there shall be no misgivings on difference of pay on above terms.

- Accounts shall be maintained on a daily basis and as far as possible individual donor/project bank and cash accounts maintained separately.
- All loans (Where permissible and availed) fund advances shall be well documented on daily basis and advances settled between three and seven days as directed by the respective Project Coordinator with approval of the Secretary.
- Cash in hand in respective project shall not exceed Rs. 5000/- per regular norm and be concealed in separate aluminum cash boxes fixed to inner vault/locker of a Godrej type Almirah.
- Applicable sanctioning authorities must sign and release funds in all respects.
- Payment bills & vouchers will be checked & approved by the concerned authority.
- All registers in finance and administration shall be updated daily and reviewed regularly.
- Purchase committee to be place in the organization/respective project. A healthy practice of minimum three quotations is advised on purchases as per norms.
- All payments of Rs. 5000/- and above to be made by crossed cheque including salaries, stipends and honorariums.

TERMS & CONDITIONS

1. SALARY:
 - a) Staffs salaries are paid in full every month as per budget sanctioned under project.
 - b) Disbursement of salary shall be done in the main office to all the salaried employees' through Account Payee Cheque. Each payee shall sign on the salary register/ statement on duly fixed revenue stamp if required.

- c) Disbursement of the salary shall be done to the concerned staffs only after release/ sanction of the signed amount by the related project's funding agency.
 - d) In case of availability of fund within the organization, the organization has the right to drive fund as salary considering the fact of delayed fund by the related funding agency for the staff under emergency need.
2. CASH AMOUNT: Regarding the cash amount, the cashier of the organization shall take over the charge of disbursement of salary and bills.
 3. STATIONERY: The purchase of the office stationery shall be entered in to the cash book and should be supported by vouchers, purchase of Stationery items required for office/ sub-centers should be approved through the concerned authority with proper maintenance of central stock register and further distributed as per requirement.
 4. TRAVELLING ALLOWANCES/ BILLS:
 - a. The disbursement of travelling Allowance shall be in accordance with actual T/A bill produced before in monthly basis and each payee shall sign on the bill duly as per Programme undertaken.
 - b. Bill of any kind expects house rent shall be paid in the main office only. No amount shall be delivered to any payee without due consent of office authority outside the office in connection with any project.
 - c. Any bill which is to be cleared shall be place before two days of its payment which requires approval of the concerned authority. No bill payment is made without the consent of the concerned authority.
 5. LOAN/ ADVANCE PAYMENTS:
 - a. No advance payments shall be made to any staff and no loans shall be provided to any staff of this organization.
 - b. No advance travelling allowance T/A shall be paid to any member of the society. Analyzing such circumstances the above shall be provided for particular period of tour and no extension of days shall be given for travelling. The advance T/A Bill shall only be given by the society in case of any staff is sent outside state or district which involves a long period of time.