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# Finance Manual

SARVHITKARI SEVASHRAM

## **Introduction**

Voluntary organizations have been playing a crucial role in the development of our country since British period. They have been contributing immensely for decades in building the nation. However, there has been a visible change in the role and functioning of the voluntary organization of the earlier days and present period. Initially, there was more concern for social service. Social reform, nationalism, whereas in the present era the role of voluntary organization broad based, dove-tailing to an expanded coverage in term of issues and activities for total development of the society .Voluntary organization of the first few decades had concentrating more on welfare slowly shifting to developmental issues over the last few decades . Today, thousands of voluntary organizations are carrying out a variety of socio- economic program for different sectors and group of people. Voluntary organizations are partners for progress, working closely with the government.

## **Organization Background**

Sarvahitakari Sewashram is a civil society volunteer organization working since 1998 in Gorakhpur & Maharajganj district of the Eastern UP among deprived and neglected communities. Driving force behind genesis of Sarvahitakari lies in the exploitation and inhuman living condition of Vantaungya's the forest dwellers. Since our beginning we are working with Vantaungya's who are reside in some 23 forest village of the Gorakhpur & Maharajganj district. If society can be assumed as a pyramid then Vantaungya's are at the bottom most base of the pyramid, facing all sorts of human exploitation. There Social exclusion was further accentuated by administrative exclusion as their villages were classified as" forest village" category thereby depriving them of all the facilities which are available to the revenue village. Savahitakari Sewashram has facilitated the group formation and sensitizations of village level institution of solidarity among Vantaungya's community are fighting social and administrative systems in order to attain an identity & human rights of Vantaungya's community.



## Vision of the Organization

- To protection of human values & rights.
- To establishment of exploitation free society.
- Social harmony and its protection.
- Protection of fundamental rights.
- Creation of healthy society.
- Awareness create for social justices

## Mission of the Organization

- Creation of partnership in local self governance.
- Initiatives on different issues of public health.
- Priority and need based search of income generation activities among village level group.
- Initiatives on fundamental rights of Vantaungya community.
- To facilitate community based disaster management.
- Enhancement of agriculture production.

In each organization should be follows HR manual & Financial manual regarding for systematic way run of the organization. Financial Manual is essential for any Program operation through INGO's/ NGO'S.

Some important documents of financial operation which given bellow:-

- Cash Book.
- Ledger Book.
- Journal Book.
- Voucher slip.
- TA bill form.
- Requisition slip.
- Fixed Assets Register.
- Vehicle Log Book.
- Suspense Book.(Advance Register)
- Stock Register.
- Letter Dispatch Register.
- Way bill.

Accountant is full responsible person for maintaining the above mentioned records except vehicle log book.

## Payment System

- All bill approved by the chief functionary/ president of the organization after checked & verified through concerned accountant then payment will make.
- Each bill recommended by concerned programme coordinator and he will also liable for verification of financial statements time to time.
- Up to Rs 5000 will make by cash payment above Rs 5000 will make by cheque. In rare case after the approval of Chief Functionary payment of Rs. 15000-20000 could be made by cash.
- Cash in hand can be kept to a maximum limit of Rs. 20000.00 per project and this amount can vary from time to time.
- Activities report should be follows before any payment make.
- Vendors will attached received way bill by concern field staffs with his bill then payment make.
- Staffs salary should be payment through cheque.

## Purchase System

One purchase committee has formed of this organization. In this committee consisted 5 members those who are decide of any materials purchase above Rs 5000/=

- Purchase committee meeting should be conduct before purchasing of materials above Rs 5000/=
- Minimum 3/4 quotation from different place & different vendors should be requiring before anything purchase.
- Compilation statement should be prepared before purchase committee meeting.
- Purchase order place to the selected vendor with term and condition.

### **Stock Keeping System**

- As per receive waybill from concern project field supervisors with seal with mention quantity & quality.
- Stock open only good condition materials which received though concern projects field supervisors.
- Stocks will be verified through concern program coordinator.
- Monthly stocks report also prepare for office documentation.



## Vision

Development of community, irrespective of caste, creed or religion for an empowered human society

## Mission

To establish an empowered, thoughtful and inclusive community having a clear understanding of their development and social & economic equity for all.

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