CIMR FINANCE POLICY & PROCEDURES

1. PURPOSE

To ensure that all financial resources of CIMR are managed transparently, accounted properly, and used only for its objectives of training and rehabilitation of persons with disabilities

2. SCOPE

Applies to all income, expenditure, assets, and financial transactions of CIMR including General, Project, FCRA, and CSR funds.

3. KEY PRINCIPLES

Accountability: Every rupee must be accounted for

Transparency: Books open for audit and inspection

Legality: Compliance with IT Act, FCRA, CSR, GST, and Society Act

Value for Money: Best use of donor and government funds

4. FINANCIAL AUTHORITY & APPROVAL LIMITS

Authority Approval Limit- Mode of Payment-

Department Head- Up to ₹5,000 Cash / UPI

President/ General Secretary Up to ₹25,000 Cheque / UPI / NEFT

Treasurer + President/ Gen. Secretary Up to ₹1,00,000 Cheque / NEFT

Only Executive Committee- Above ₹1,00,000 Cheque / NEFT only + 2 Signatories

Bank Signatories: President/ General Secretary + Treasurer OR President + General Secretary. Any 2 to sign.

5. INCOME MANAGEMENT

Sources: Donations, Grants, Govt. Funds, Fees, CSR,

Interest Collection: All cash must be receipted and deposited in bank within 2 working days. Cash in hand- max ₹10,000

Receipt: Pre-numbered receipt with 80G number issued for all donations

FCRA: Foreign funds in separate FCRA bank account only. No mixing with local funds.
Recording: All income entered in Tally/Accounting software on same day

6. EXPENDITURE MANAGEMENT

Budget: Annual budget approved by EC before April 1st. No overspending without EC approval

Procurement: Follow CIMR Procurement Policy - 3 quotations for >₹25,000

Vouchers: Every payment must have: Bill, Approval note, Payment voucher

Salaries: Paid by bank transfer or A/c payee cheque only. PF, ESI, TDS deducted as per law. No Cash Payment above ₹5,000 except petty cash

7. PETTY CASH

Limit: ₹10,000 with Accounts

Reimbursement: Voucher with bills. Replenished when 75% used

Register: Petty cash book maintained daily

8. ASSET MANAGEMENT

Asset Register: All assets >₹5,000 tagged and entered in register with donor details

Verification: Physical verification of assets done once every year

Disposal: Assets can be disposed only with EC approval

9. BOOKS OF ACCOUNTS & REPORTING

Books: Cash Book, Ledger, Journal, Bank Book, Donor Register, Asset Register maintained in Tally

Monthly: Accounts to submit Income-Expenditure statement to President by 5th of next month
Quarterly: Finance report presented to EC

Annual: Audited accounts completed by 30th September. Filed with IT, Charity Commissioner

10. AUDIT

Internal Audit: Quarterly by appointed auditor

Statutory Audit: Annual audit by CA. Auditor appointed by GB

Compliance: 12A, 80G, FCRA returns filed on time

11. FUND SEGREGATION

General Fund: For running costs

Restricted Fund: Project/CSR/Grant funds used only for that purpose. Separate ledger

Corpus Fund: Donations specifically for corpus. Not to be spent without GB approval

12. FRAUD PREVENTION

Dual Control: Cheque + Payment approval by 2 people. No Blank Cheques

Whistleblower: Staff can report financial irregularity to President/Secretary confidentially

Action: Any misuse will lead to disciplinary action + legal action

13. ROLES & RESPONSIBILITIES

Treasurer: Oversee finance, present reports to EC

Secretary: Final approval, signatory, compliance

Accountant: Maintain books, process payments, file returns

EC: Approve budget, major expenses, audit report

14. REVIEW

Policy reviewed every 2 years by Executive Committee.