



**S. Sachidanandam**, B.Sc., F.C.A., (B.L.)  
CHARTERED ACCOUNTANT  
Prop: M/s. Sachidanandam & Co.,  
Membership No. 20427

21, Nadu Street, ERODE - 638 001. 0424 - 2255831, (R) 2260085

Date : 02/07/2015

### AUDITOR'S REPORTS

I have audited the attached Receipts and Payments of **WOMEN'S ORGANISATION IN RURAL DEVELOPMENT-[WORD]**, 7C, Andikadu, Vedarasampalayam Road, Agraharam (Po), Pallipalayam- 638 008, Namakkal District for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015. These financial statements are the responsibility of the Trust Management. My responsibility to express an opinion of these financial statements based on my audit.

I have conducted my audit in accordance with auditing standards generally accepted in India. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis of my opinion.

Further to my comments above, I report that:

- k. Proper books of accounts have been maintained by the Trust.
- l. The various Grants for objective has been received and it has been used for the purposes of the project in accordance with the Agreement of Cooperation, the Letter of Approval and the schedule of Budgeted Expenses and Source of Income.
- m. I have obtained necessary information and explanations which to the best of my knowledge and belief were necessary for the purpose of my audit.
- n. The Receipts and Payments Account during the year 2014-2015, in this report are in the books of accounts.
- o. In my opinion and to the best of my information and according to the explanation given to me, the said Receipts and Payments Account for the period from 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 is true and fair view.

Place: Erode

Date: 02.07.2015



  
(S.SACHIDANANDAM)  
Chartered Accountant



**S. Sachidanandam**, B.Sc., F.C.A., (B.L.)  
CHARTERED ACCOUNTANT  
Prop: M/s. Sachidanandam & Co.,  
Membership No. 20427

21, Nadu Street, ERODE - 638 001. 0424 - 2255831, (R) 2260085

Date : 02/07/2015

To

The Board of Trustees,  
**WOMEN'S ORGANISATION IN RURAL DEVELOPMENT-[WORD]**,  
7C, Andikadu, Vedarasampalayam Road,  
Agraharam (Po), Pallipalayam- 638 008, Namakkal District

Sub: Management Letter - the period from 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015.

Dear Madam,

As part of the report of audit of accounts for '**WOMEN'S ORGANISATION IN RURAL DEVELOPMENT-[WORD]**, 7C, Andikadu, Vedarasampalayam Road, Agraharam (Po), Pallipalayam- 638 008, Namakkal District for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015, we evaluated the systems of Internal controls to the extent we considered necessary under generally accepted auditing standard. This is done to establish a basis for reliance on system and determining the nature, timing and extent of other auditing procedures necessary to express an opinion on the financial statements. This study was conducted to determine whether the system of internal controls is adequate and commensurate with the size of the organization and its activities.

Our audit identified areas where financial management and internal control could be strengthened. The attached memorandum of observation and recommendation is enclosed for your information and consideration.

We would be pleased to discuss this document or to respond to any questions at your convenience.

Sincerely,

  
( S.SACHIDANANDAM)

Chartered Accountant



Place: Erode

Date: 02.07.2015

**WOMEN'S ORGANISATION IN RURAL DEVELOPMENT (WORD), (Regd. No. 41/88 under Indian Trust Act)**  
7-C, ANDIKADU, VEDIARASAMPALAYAM ROAD, AGRAHARAM (Post), PALLIPALAYAM - 638 008  
NAMAKKAL DISTRICT, TAMIL NADU, INDIA

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2015**

		In Rupees	
RECEIPTS	Amount	PAYMENT	Amount
<b>To Opening Balance:</b>		<b>By Administrative Expenses:</b>	
Cash on Hand	7456.42	Bank Charges	370.00
Cash at Bank	1310775.55	Network-Membership Fees	10000.00
Balance: HDFC Account	2125.52	Training to staff	4000.00
		Donation - [TNVHA]	10000.00
		Donation - [RICE MMS]	10000.00
		Staff Incentives	40400.00
		Professional fees	25000.00
<b>To Grant for Objectives</b>			
<b>A) FOREIGN GRANTS:</b>		<b>By Administrative &amp; Prog expenses: TdH-RF [Annx-III]</b>	962209.00
SCINDeA Network, Yelagiri Hills	1313287.00	<b>By SHG Additional Increase : TdH -NL Revolving Fund</b>	1516313.00
SCINDeA Network, Yelagiri Hills-Corpus for Assets	1140969.00		
Terre des Hommes, Netherlands ( TdH-NL)	2526827.00		
SAVE FIDH Prog Grant	471287.00		
<b>B) DOMESTIC GRANT</b>		<b>By DOMESTIC PROJECT/GRANT EXP:[Annx.- I]</b>	
National Child Labour Program, Gol	317238.00	National Child Labour Program (NCLP), Gol	317238.00
<b>To Other Receipts / payables</b>		<b>By FOREIGN PROJECT / GRANT EXPENSES[ Annx.- II]</b>	
Donations from Outsiders	35722.00	SAVE FIDH Prog Grant	440454.00
SHG Service Commission - ICICI	88003.00	SCINDeA / EED Prog.Grant	1387622.00
SHG Service Charges: (TdH -NL RF ROP)	968594.00	TdH, Netherlands - Blooming Buds Project	3367104.00
Mahindra Saarathi Abhiyan Program, M&M	24500.00	<b>By Staff SS Fund-Staff/SCINDeA Contribution repaid</b>	88570.00
<b>To Bank Interest-FCRA Account</b>	83952.00	<b>By SCINDeA Network Assets:</b>	
<b>To Bank Interest-Others</b>	17620.13	Laptop, Camera & Vehicle-(Four Wheeler)	1140969.00
		<b>By Unsecured Advance - refund</b>	40000.00
<b>To Staff Social Security Fund-Staff Contribution</b>	44285.00	<b>By Commission receivable from ICICI</b>	14675.00
<b>To Staff Social Security Fund-SCINDeA Contribution</b>	44285.00	<b>By TDS Deducted: Salary / Contractor paid</b>	14607.00
<b>To SHG Advance Collection: TdH -NL Revolving Fund</b>	1510747.00	<b>By TDS-Tax deducted at sources(Commission)</b>	8806.00
<b>To ICICI receivable Account</b>	13340.00		
<b>To TDS Deducted: Salary / Contractor</b>	14607.00	<b>By CLOSING BALANCE:</b>	
		Cash on Hand	7243.42
		Cash at Bank	527914.68
		Balance: HDFC Account	2125.52
<b>TOTAL</b>	<b>9935620.62</b>	<b>TOTAL</b>	<b>9935620.62</b>

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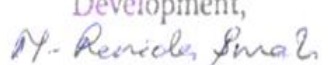


(S.SACHIDANANDAM)  
Chartered Accountant.

Date:02.07.2015  
Place: Erode



For Women's Organisation in Rural  
Development,

   
Financial Trustee Managing Trustee



**WOMEN'S ORGANISATION IN RURAL DEVELOPMENT (WORD), (Regd. No. 41/88 under Trust Act)**  
**7-C, ANDIKADU, VEDIARASAMPALAYAM ROAD, AGRAHARAM - POST, PALLIPALAYAM - 638 008**  
**NAMAKKAL DISTRICT, TAMIL NADU, INDIA**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2015**

(In Rupees)

<b>EXPENDITURE</b>		<b>INCOME</b>	
To Bank Charges	370.00	By DONATIONS FOR OBJECTIVES:	
To Network-Membership Fees	10000.00	From Outsiders	35722.00
To Donation - [TNVHA]	10000.00	By SHG Service Commission - ICICI	88003.00
To Donation - [RICE MMS]	10000.00	By SHG Service Charges: TdH -NL	968594.00
To Staff Incentives	40400.00	By Mahindra Saarathi Abhiyan Program, M&M	24500.00
To Professional fees	25000.00		
To Training to Staff	4000.00	By Bank Interest - Others	17620.13
To Administrative & Prog exp: TdH-RF [Annx-III]	962209.00	By Transfer from Grant/Utilised a/c	10683.00
To Depreciation as per Annexure - IV	51687.87		
To Excess of Income over Expenditure	31455.26		
<b>TOTAL</b>	<b>1145122.13</b>	<b>TOTAL</b>	<b>1145122.13</b>

0.00

**GOVT/NETWORK PROGRAMME FUND/GRANT UTILISED ACCOUNTS: 2014-2015**

<b>UTILISED / PAYMENTS</b>		<b>GRANTS / RECEIPTS</b>	
To FOREIGN PROJECT / GRANT EXPENSES		By Grant for Objectives	
A) FOREIGN GRANTS EXPENSES:[Annx.II]		A) FOREIGN GRANTS:	
1) SAVE / FIDH Prog	440454.00	1)SAVE / FIDH Prog Grant	440454.00
2) SCINDeA / EED Prog.Grant	1387622.00	2)SCINDeA / EED Grant	1377817.00
3) TdH-NL, Netherlands - Blooming Buds Proj	3367104.00	4)TdH-NL, Netherlands - Blooming Buds Proj	3303640.00
To DOMESTIC PROJECT/GRANT EXP.[Annx.I]		B) DOMESTIC GRANT:	
1) NCLP Program, Gol	317238.00	1) NCLP Program, Gol	317238.00
To Trust Contribution to Transfer to I & E a/c	10683.00	By Bank Interest - FCRA account	83952.00
<b>TOTAL</b>	<b>5523101.00</b>	<b>TOTAL</b>	<b>5523101.00</b>



For Women's Organisation in Rural  
Development,

*V. Chitra*  
Financial Trustee

*M. Renide, Jmala*  
Managing Trustee

**WOMEN'S ORGANISATION IN RURAL DEVELOPMENT(WORD), (Regd. No. 41/88 under Trust Act)**  
**7-C, ANDIKADU, VEDIARASAMPALAYAM ROAD, AGRAHARAM - POST, PALLIPALAYAM - 638 008**  
**NAMAKKAL DISTRICT, TAMIL NADU, INDIA**

**BALANCE SHEET AS ON 31.03.2015**

(In Rupees )

2013-14	LIABILITIES	Anx	2014-15	2013-14	ASSETS	Anx	2014-15
15890154	<b>TRUST CORPUS FUND:</b>			15810989	<b>FIXED ASSETS:</b>		
	Opening		15890154.37		General Account: Assets		116795.73
	Add: Excess of Income over Expd.		31455.26		SCINDeA Project: Assets	VII	1200969.00
			15921609.63		TdH- NL;BB Project Assets	VIII	14421305.00
	Add: Corpus for Assets-SCINDeA		1140969.00		Land Account		1161200.00
			17062578.63				
232800	<b>LOANS LIABILITIES:</b>			76733	<b>CURRENT ASSETS:</b>		
	Unsecured Loans -As per Annexure	V	192800.00	13697847	RECEIVABLE: PROJECT FUND		
					As per Annexure	IX	76732.89
14461077	<b>RECEIVED FOR PROJECTS:</b>				ADVANCE TO SHG:		
	SHG Loan Advance		39000.00		Self-Women Self Help Groups		5000.00
	SHG Membership Fund		4550.00		Lending to SHG [TdH-NL RoP]		15203062.00
	*TdH-NL Revolving Fund for Relief of Poor		14928274.00	13340	SHG Loan / HDFC		6098.00
	Advance (Biogas) ADATS, Bagepalli		1000000.00	806977	Commission receivable from ICICI		14675.00
1133937	<b>GRANT RECEIVED IN ADVANCE:</b>				Biogas(50units)-Work Expenditure		806977.00
	As per Annexure	VI	323426.61	1320357	TDS account		8806.00
8275	<b>EXPENSES PAYABLES</b>		8275.00		<b>CASH &amp; BANK BALANCE:</b>		
					Cash on Hand -As per Annexure	X	7243.42
					Cash at Bank -As per Annexure	XI	527914.68
					HDFC Bank A/c		2125.52
31726243	<b>TOTAL</b>		<b>33558904.24</b>	31726243	<b>TOTAL</b>		<b>33558904.24</b>

\*TdH-NL RoP: SHG Revolving Fund - Opening  
ADD:SHG Loan-Advance Collection

13417527  
1510747  
14928274

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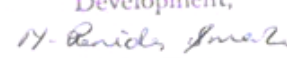


(S.SACHIDANANDAM)  
Chartered Accountant.

Date:02.07.2015  
Place: Erode



For Women's Organisation in Rural  
Development,

   
Financial Trustee Managing Trustee

**ANNEXURE TO RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2015**

**ANNEXURE: I DOMESTIC PROJECT / GRANT EXPENSES:**

**1) Gol/NCLP Programme : Children school**

<b>Rent</b>		
K Olappalayam TEC Rent	11000.00	
Kandipudur- TEC	11000.00	
Amman Nagar - TEC	11000.00	
<b>Salary</b>		
Office Assistant - K Olappalayam	22000.00	
Office Assistant - Kandipudur	22000.00	
Office Assistant - Amman Nagar	22000.00	
Educational Instructor - K Olappalayam	87184	
Educational Instructor - Kandipudur	87426	
Educational Instructor - Amman Nagar	43628	317238.00

**ANNEXURE II : FOREIGN PROJECT / GRANT EXPENSES**

**SAVE/ FIDH Programme**

**Administration Expenses**

Block Level Community workers (2nos)	164400.00
Travel cost for Community worker	39649.00

**Programme Expenses**

Community Awareness Meeting	22259.00
Documenting Case studies	18420.00
Monitoring of Trends Sumangali system	31715.00
Orientation to Members of PRI	60588.00
Orientation to School Teachers & PRI	43455.00
Peer Group Formation and Meeting	25675.00
School Awareness Edn on Labour child Rights	34293.00
	440454.00

**SCINDeA/ EED Programme**

**Recurring Expenses:**

Postage, Stationary & Xerox	12015.00
Telephone & Internet charges	17782.00
Office Rent & Maintenance	55309.00
Honorarium for Project Director	169000.00
Accountant Salary	102000.00
Audit fees	5000.00
Social Security 10%	23365.00
Driver Salary	90000.00
Documentation	2000.00
Computer consumable & Tally ERP 9	6500.00
Fuel to Director	41011.00
Computer programmer salary	60000.00
Office Assistant salary	38800.00
Vehicle Maintenance & Insurance	27480.00
Bank charges	1033.00



For Women's Organisation in Rural  
Development

V. Chinn H. Ravindra Suresh  
Financial Trustee Managing Trustee

**Programme Cost:**

Adolescent LSE programme	24553.00
Cadre Training	21535.00
Advocacy & Lobby	6835.00
Exposure visit to farmers	13293.00
IGP's ( Community )	119000.00
Special Programme	24720.00
Observation of special days	12655.00
Exposure to Other Programme	21110.00
Capacity Building Programme	10986.00
Summer camp	9779.00
Education Materials	4205.00
Seminar/ Conference/Rally	21655.00
Farmer Training	15781.00

**Salaries Exp :**

Programme Co-ordinators ( Comm.Org)	239000.00
Project Manager	120000.00
Social Security@10%	20920.00

**Staff Travel & Fuel Exp:**

Project Manager & Prog Coordinators	50300.00	1387622.00
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**TdH - Netherlands Blooming Buds Programme****Administration:**

T.A & Fuel charges to Project Director	54385.00
Honorarium to Project Director	78075.00
Salary to Accountant	98830.00
Postage & Communication	23663.00
Office supplies & Stationary	21643.00
Auditing	35000.00
Building Maintenance	63752.00
Building Tax	11000.00
Insurance & Premium	4941.00
Vehicle & Maintenance	29495.00
Computer consumables & Others	21730.00
Maintenance & Repairing charges	300.00
Printing charges	23800.00
UPS Repairing & Maintenance	15350.00

**Prevention Activities:**

Computer Instructor salary	68124.00
Tailoring Instructor salary 2nos	89456.00
Maintenance cost of VT centre	45454.00
Electricity charges to VT centre	8083.00
LSE session for children materials	31395.00
Salary to Health care facilitator 3nos	156887.00
Reimbursed travel for Health care facilitator 3nos	18785.00
Salary to Counselors 2nos	133736.00
Reimbursed travel for counselors 2nos	16655.00
Motivation camp for pre primary children	10140.00
Primary school Enrollment campaign	15250.00



For Women's Organisation in Rural  
Development,

Financial Trustee

Managing Trustee



**Prosecution Activities:**

Salary to program Manager	329005.00
Reimbursed travel to Program Manager	43776.00
Mass awareness programme	10000.00
Salary to Socio Economic facilitator 3nos	156887.00
Reimbursed Travel exp to Socio Economic facilitator 3nos	18625.00
Meeting with Industrial owner	1120.00
Child Protection comm meeting	3000.00
Cluster, Dist level CPC's	3795.00
Network partners workshop	7425.00
Awareness Prog on child Protection & Measure	47270.00
Rehabilitation services for Exploitated children	83889.00

**Protection Activities:****Alternative Learning centre & Study centre**

Materials for Day care centre	
Honorarium to ALC teachers	72216.00
Honorarium to Study centre teachers	44448.00
Training to Teachers at MEC	248698.00
Honorarium to Day study centre teacher	8820.00
Food for Day care centre	12583.00
Rent for Day care centre	2000.00

**Clubs and Community mela**

Form children clubs	1000.00
Training on yoga & Meditation	2460.00

**Short stay Home & RBC**

Warden-Resi Tutor Salary	115085.00
Reimbursed travel for purchase to Home	24215.00
Salary to Bridge course teachers 2nos	91848.00
Salary to Helpers 2nos & Cook	159440.00
Salary to watchman	59000.00
Food for children in SH & RBC	470296.00
Learning materials for children	9218.00
Purchase of Teaching materials	3270.00
Reimbursed travel for Mainstreamed children	35000.00
Picnic visit for children	24579.00
Electricity & water charges	159358.00

**Skill Upgradation course**

Conduct skill upgradation training	4500.00
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**Strengthening Schools**

Salary to support teachers	34650.00
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Bank commission charges 2533 IN 142A

3699.00 3367104.00



For Women's Organisation in Rural

Development:

V. C. W. S.

M. R. S. S. S. S.

Financial Trustee

Managing Trustee



**ANNEXURE :III - Administrative & Prog. Expenses: TdH-RF :**

**Administration Expenses:**

Audit fees	19000.00
Bank commission charges	790.00
Computer consumables & Maintenance	4242.00
Contingencies Expenses	30181.00
Insurance & Premium	4405.00
Internet & website charges	6375.00
Office, Rent & Maintenance	163800.00
Postage, Stationary & Xerox	13250.00
Printing charges	9750.00
Professional fees	12000.00
Reimbursed Travelling expenses	19073.00
Telephone & Internet charges	8694.00
Advertisement Expenses	16250.00
Maintenance Account	50750.00
Membership fees	300.00
Vehicle Maintenance	4932.00

**Programme Expenses:**

Exposure visit to SHG Members	17500.00
Training to SHG Members	42392.00
Women's Day Celebration	39575.00

**Salary & Honorarium:**

Honorarium to Project Director	120000.00
Salary to Accountant	48000.00
Salary to Office Assistant	36000.00
Salary to Field workers	222000.00
Salary to Programme Coordinator	10000.00

**Travelling expenses:**

T.A to Field workers	62000.00	
T.A to Programme Coordinator	950.00	962209.00



For Women's Organisation in Rural  
Development,

V. Chitra

Financial Trustee

M. Renuka, Inval  
Managing Trustee

**ANNEXURE - IV - DEPRECIATION OF ASSETS:**

[BLOCK: 10%]

**FURNITURE ACCOUNT**

WDV as on 01.04.2014	29445.27	
LESS: Depreciation	2944.53	2944.53
WDV as on 31.03.2015	26500.74	

**FURNITURE & EQUIPMENTS**

WDV as on 01.04.2014	33381.32	
LESS: Depreciation	3338.13	3338.13
WDV as on 31.03.2015	30043.19	

**MUSICAL INSTRUMENTS**

WDV as on 01.04.2014	7398.79	
LESS: Depreciation	739.88	739.88
WDV as on 31.03.2015	6658.91	

**ELECTRICAL & FITTINGS**

WDV as on 01.04.2014	5754.76	
LESS: Depreciation	575.48	575.48
WDV as on 31.03.2015	5179.28	

[BLOCK: 15%]

**AIRCONDITIONERS**

WDV as on 01.04.2014	7357.27	
LESS: Depreciation	1103.59	1103.59
WDV as on 31.03.2015	6253.68	

**TVS 50 VEHICLE : [1]**

WDV as on 01.04.2014	4794.21	
LESS: Depreciation	719.13	719.13
WDV as on 31.03.2015	4075.08	

**TVS 50 VEHICLE : [2]**

WDV as on 01.04.2014	5760.93	
LESS: Depreciation	864.14	864.14
WDV as on 31.03.2015	4896.79	

**AQUA RO SYSTEM**

WDV as on 01.04.2014	4550.94	
LESS: Depreciation	682.64	682.64
WDV as on 31.03.2015	3868.30	

**MOTOR (1/2HP) SUGUNA**

WDV as on 01.04.2014	2897.14	
LESS: Depreciation	434.57	434.57
WDV as on 31.03.2015	2462.57	

[BLOCK: 60%]

**COMPUTER & ACCESSORIES**

WDV as on 01.04.2014	67142.97	
LESS: Depreciation	40285.78	40285.78
WDV as on 31.03.2015	26857.19	

Total Depreciation

**51687.87**



For Women's Organisation in Rural  
Development,

V. Chitra H. Ramesh Prasad  
Financial Trustee Managing Trustee

**ANNEXURE TO BALANCE SHEET AS ON 31.03.2015**

Annexure - V:

**ADVANCES(Unsecured)**

Mercy, Kotagiri	85,000.00	
Karuppan, Namakkal	11,500.00	
Rama, T.Gode	19,000.00	
Philomina, Bangalore	77,300.00	192,800.00

Annexure - VI:

**PROJECT GRANT RECEIVED IN ADVANCE: (Cr)**

SCINDeA Network-Yelagiri	99651.00	
TTK Grants	3002.61	
TdH-Netherlands	110.00	
TNHSP	1380.00	
PWDS / ALLIANCE CHAHA	111.00	
PWDS / ALLIANCE CARE & SUP	2,184.00	
TNVHA Grant	19.00	
SAVE FIDH Project	216,969.00	323426.61

Annexure - VII

**SCINDeA NETWORK ASSETS:**

LCD Monitor	60000.00	
Camera	7979.00	
Four Wheeler TATA SAFARI	1098000.00	
Laptop	34990.00	1200969.00

Annexure - VIII

**Terre des Hommes (TdH-NL) ASSETS:**

Computers & Accessories	400290.00	
Electrical & Fittings	210723.00	
Furniture & Fittings	239500.00	
Hostel Vessels	72600.00	
Printer & Scanner	32580.00	
RCC Building Phase I & II	13016194.00	
Training Instruments	91374.00	
Vehicle	358044.00	14421305.00



For Women's Organisation in Rural  
Development,

Financial Trustee

Managing Trustee

**ANNEXURE TO BALANCE SHEET AS ON 31.03.2015**

Annexure - IX:

**RECEIVABLE : PROJECT GRANT (Dr)**

APAC-VHS/USAID	49080.89	
TNVHA -Chennai	500.00	
CHAI Prog Grant	1609.00	
TN Corporation for Women Dev.Ltd, Chennai	10185.00	
UNODC G-86 Grant	9000.00	
TANSACS Chennai	6358.00	76732.89

Annexure - X: Cash on Hand

**Domestic Cash Book**

Cash Gol-NCLP	39.00
Cash Women Development	197.10
Cash TNVHA	19.00

**Foreign Cash Book**

Cash PWDS ( Care&Supp)	2184.00
Cash SAVE	95.00
Cash SCINDeA EED	79.00
Cash TdH RF	39.00
Cash PWDS WAD	111.00
Cash (General Book)	4203.32
Cash (Biogas Book)	277.00

7243.42

Annexure - XI: Cash at Bank

Corporation Bank SB 5411	101708.48
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**Domestic Grant: Bank account**

Corporation Bank SB 7815	10347.80
Corporation Bank SB 2532	44484.76
Bank of Baroda SB 4152100004677	17778.00

**Foreign Grant: Bank account**

Corporation Bank SB 2533	216874.00
Corporation Bank Sub accountSB 13330	99572.00
Corporation Bank Sub accountSB 14464	37149.64

527914.68

HDFC Bank A/c	2125.52
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For Women's Organisation in Rural  
Development,

V. Chitra P. Ravinder Prasad  
Financial Trustee Managing Trustee



## AUDIT OBSERVATIONS

**Name of Trust:** WOMEN'S ORGANISATION IN RURAL DEVELOPMENT-[WORD],  
**Address** :7C, Andikadu, VEDIARASAMPALAYAM ROAD, AGRAHARAM (PO),PALLIPALAYAM-638 008, NAMAKKAL DISTRICT  
**For the period** From 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015

### Accounting Policy

#### Accounting concept:

Accounts are prepared on cash basis.

#### ❖ Book keeping and Accounting

Computerized books of accounts are being maintained using the accounting software Tally 9 which balanced and tallied. Separate books of account for each grant of funds have been opened in Tally.

#### k) Book Keeping:

Books are maintained and tallied everyday using Tally 9 software. It is a good practice and should be continued.

#### l) Vouchers:

We observed that vouchers are properly filed and serially arranged. All vouchers along with the supporting documents have been checked by the authorized person and the same scrutinized by them payment approval.

#### m) Fixed Assets Register:

The Trust maintained a Fixed Asset Register and it is updated giving the following details, Name of the Asset, Date of Purchase, Value of Asset, Details of depreciation, W.D.V Value and details of disposal.

#### n) Reconciliation of computerized Cash and Subsidiary books.

We noticed that subsidiary books like cash book and Program advance register were tallied with computerized book.

#### o) Cheque Register:

During the course of audit, we verified that cheque register which is updated.

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❖ **Cash payments:**

At the time of audit we noticed that some of the payments were made by cash instead of cheques. We recommend that as far as possible payments should be made by cheques or bank transfers. Wherever possible online payment also be made for services like use of internet, payment of electricity and telephone bills.

❖ **Statutory Payments:**

During the course of Audit, details of TDS, IT and Insurance, Welfare scheme remittance as whole organization were verified.

❖ **Internal control:**

At the time of audit we noticed that all payments was authorized by the Director. It is required to be attention given to the required material purchase orders were placed after comparing quotations from different suppliers.

❖ **Bank Account:**

The Bank Balance confirmation letter was obtained by the Organisation.

❖ **Documentation and Processing of Programme Expenses:**

We noticed that the Trust is regularly preparing the financial report and progress reports of their project activities and output & outcome of the project results along with necessary evidences such as photographs from the beneficiaries.

Place: Erode  
Date : 02.07.2015



  
(S.SACHIDANANDAM)  
Chartered Accountant