

**INDIAN ASSOCIATION OF DERMATOLOGISTS,
VENEREOLOGISTS AND LEPROLOGISTS KERALA**



IADVL KERALA

IADVL Kerala Financial Guidelines

IADVL Kerala
Registered on 13th March, 2013, at Kannur
under the Societies Registration Act (XXI of 1860)



IADVL KERALA EXECUTIVE 2021

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Financial Guidelines of the Indian Association of Dermatologists Venereologists and Leprologists Kerala

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IADVL Kerala Guidelines on Financial Policies and Procedures Manual

Introduction

Indian Association of Dermatologists Venereologists and Leprologists Kerala (hereinafter referred as IADVL Kerala or association or organisation) is the state branch of Indian Association of Dermatologists, Venereologists and Leprologists representing qualified dermatologists, venereologists and leprologists in the state of Kerala.

The office bearers and members of IADVL Kerala are committed to ensuring the sound management of organizational assets in the interest of achieving the association's mission.

The policies and procedures contained herein are intended to:

- Protect the assets of the association
- Put in place basic accounting, billing, and cash control policies and procedures
- Ensure the maintenance of accurate records of the association's financial activities
- Create a framework for operating standards and behavioral expectations
- Ensure compliance with all central and state laws, procedures and reporting requirements

The Secretary, working with the Executive Committee, shall be responsible for administering these policies and ensuring compliance. Changes to these policies shall be made by the General Body of IADVL Kerala at any time. A full review of the policies shall be conducted every two years. Every member of IADVL Kerala in general and its office bearers in particular are expected to be familiar with and in compliance with these policies.

These policies and procedures are intended to be consistent with Generally Accepted Accounting Principles (GAAP). If this manual conflicts with specific Central or State regulation or with other organizational policies that have been adopted or updated more recently, the regulations or more recent organizational policies shall prevail.

Principles, Policies and Procedures

Ethics Statement

IADVL Kerala is committed to responsible stewardship of its organizational resources. The association will spend a reasonable percentage of its annual budget on programs in pursuance of its mission and on administrative expenses to ensure effective accounting systems, internal controls, fundraising, competent staff, and other expenditures critical to professional management and organizational sustainability. The association will maintain a responsible level of reserves to enable itself to respond to trends and opportunities to serve the association's mission better.

The income and the property of the association whensoever derived, shall be applied solely towards the promotion of the objects of the association as set forth in the memorandum and bylaws of the association and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise whatsoever by way of profit to the members of the association.

Members of IADVL Kerala and its office bearers are committed to the following ethical practices:

- Acting in the best interest of the association rather than on the basis of personal interests or the interests of third parties.
- Practicing sound financial management in compliance with legal and regulatory requirements.
- Employing financial systems to ensure that accurate financial records are kept and that financial resources are used to further the organization's mission and charitable purposes.
- Creating and maintaining financial reports on a timely basis that accurately portray financial status and activities, provide timely internal financial statements, and explain any material variation between actual and budgeted revenues and expenses.
- Providing members and others with a confidential means to report suspected financial impropriety or misuse of its resources.
- Having written financial policies governing use of its assets, internal control procedures, and purchasing practices.
- Complying with laws and regulations related to fundraising; licensing; financial accountability; human resources; and taxation.
- Respecting the interests and intentions of its donors, volunteers, and the general public and managing them with the highest level of professionalism and integrity.
- Using solicitation and promotional materials that are accurate and truthful and identify the organization, its mission, and its intended use of solicited funds accurately.
- Ensuring that contributions are used in accordance with donors' intentions and obtaining explicit consent before altering the intended use of a restricted gift.

All official posts in IADVL Kerala and its various committees, subcommittees, organising committee of conference, SIG and CME conducted by, for or in association with IADVL

Kerala are purely honorary and voluntary and not entitled to any remuneration, financial or in kind unless mandated by law, by bylaw of IADVL Kerala, by pre agreed decision in writing or by established precedence.

Roles and Responsibilities

The authority of finances of the organization rests with the General Body, State Council, Finance Committee and Executive Committee.

General Body

The General Body has the authority to execute any policies it deems to be in the best interest of the organization within the parameters of the organization's articles of incorporation, its bylaws, and central, state, and local laws. The General Body shall approve the annual budget, the audit report and the income tax return. The board shall delegate administration of the financial policies to the Executive Committee and Finance Committee, but shall reviews operation and activities on biannual basis or more frequently if needed.

State Council

The State Council shall and may exercise, when the General Body is not in session, all of the powers of the General Body in the management of the organization except the authority to amend the bylaws, adopt a plan of merger or consolidation, sell, lease, exchange, mortgage, pledge or make any other disposition of all or substantially all of the property and assets of the association. All decisions of the State Council shall be ratified in the subsequent General Body meeting.

Finance Committee

The Finance Committee shall have the authority to choose the auditor, perform regular, in-depth reviews of the organization's financial activity, and oversee the development of the annual budget.

Executive Committee

President

The President shall have the authority to make spending decisions within the parameters of the approved budget, employ and terminate support staff, determine their salary levels within the approved salary policy, make decisions regarding the duties and accountabilities and the delegation of decision-making authority, enter into contractual agreements on behalf of the association and sign cheques in absence of the secretary or treasurer.

Secretary

The Secretary shall be responsible for administering the financial policies with the authority to receive all amounts of money paid to the association, prepare and present the budget, guardian of all confidential and financial information, suggest fixed asset purchases, approve expenses and make decisions regarding their cost allocation, hire the office staff/accountant, and sign cheques and enter into contractual agreements on behalf of the association along with the President. He/ she shall circulate/mail the budget, audited report and balance sheet it to all the members.

Treasurer

The Treasurer shall make bookkeeping entries, prepare cheques for signature, sign cheques and perform the bank reconciliation. The Treasurer shall not approve expenditures.

- Shall receive payments made to the association from the Secretary and deposit in the bank to the credit of the Association.
- Shall be responsible for maintaining updated accounts of the Association.
- Shall get all the accounts audited by the auditor of the Association and present it at the Annual (closing) General Body Meeting. He/she shall also present the income expenditure account prepared by auditors for the remaining months of the year.
- Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association.
- Shall dispose of the bills for payment as sanctioned by the Secretary only on his/ her written order.
- Shall have the right to point out any error or discrepancy in the order of payment of the Secretary and refer the order back to him with his remarks. In the event of disagreement between the Secretary and the Treasurer, the matter shall be referred to the President for a decision,

In the year of overlap due to change in office bearers, both the treasurers will be responsible for the bookkeeping of their respective tenure and jointly responsible for getting accounts audited.

Indemnity Policy

To the full extent permitted by applicable law, IADVL Kerala may indemnify any past, present or future office bearers against all costs, expenses and liabilities, including attorneys' fees, actually and necessarily incurred by or imposed upon them in connection with or resulting from their involvement with the organization.

No such reimbursement or indemnity shall relate to any expense incurred or settlement made in connection with any matter arising out of their negligence or misconduct as determined either by a court of competent jurisdiction or, by the association acting on the advice of counsel.

IADVL Kerala shall purchase and maintain insurance on behalf of any person who is or was serving as office bearer against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such.

Bank Accounts

Saving Bank Account

- This shall be the primary account of IADVL Kerala operated jointly by three signatories preferably President, Secretary and Treasurer.
- All inward payments shall be received through this account only.
- The cheques and bank instruments / instructions must be signed primarily by Treasurer and Secretary or in the absence of either of them the President can sign.

Current Bank Account

- Separate Current Account would be operated with two signatories (preferably Secretary and Treasurer) for the purpose of online/net banking only.
- Maximum amount in the account at a given time shall not to exceed Rs. 1,00,000 with a

maximum daily withdrawal not exceeding Rs. 50,000. Payments that can be done only by an online transaction are permitted beyond the maximum daily limit.

- This account shall have no cheque facility and won't have any receipts other than ones from IADVL Kerala primary Saving Account
- Dual authorisation is mandatory for all online transactions.

Budgeting and Reserves

Budgets provide a standard by which to measure performance, encourage planning, and allocate resources in accordance with funding sources and requirements. Budgets should use reasonable assumptions of income and expenses. Budgets should be balanced, and should lead to the accumulation of reasonable reserves, which can be used to ensure cash flow over time.

The Executive Committee and Finance Committee should be notified when cash reserves are below 3 months regular operating expenses.

Procedures

- The organization budget is prepared by the Secretary in association with the Treasurer, in consultation with the Finance Committee and Auditors, beginning no later than September of every year.
- Budgets are to be approved by the Finance Committee and State Council prior to submission to the General Body for formal adoption.
- The Secretary will submit an annual organization budget in the Annual (opening) General Body Meeting for approval. The General Body will also approve a Capital budget.

Budget Revisions

From time to time it will be necessary to deviate from the spending plans captured in organizational budgets.

- 1) Within any budgeted expense category, expenditure changes that do not exceed the total budgeted amount are within the purview of the Executive Committee.
- 2) Non-budgeted expenditures that can be accommodated by shifting expenses from another budget line and Non-budgeted expenditures not exceeding 25% of Reserve fund should prompt a discussion within the Finance Committee to justify the expense, how it will be financed, and how other budgeted expenses may be affected. The Executive Committee may make the final decision. It has to be ratified during the subsequent General Body Meeting.
- 3) Non-budgeted expenditures that exceed 25% of the reserve fund shall be recommended by the Finance Committee for the approval of the State Council. It has to be ratified during the subsequent General Body Meeting.
- 4) Non-budgeted expenditures that exceed the Reserve Fund have to be presented for a formal revision of the approved annual budget during the subsequent General Body Meeting.

The Executive Committee should exercise the right to express disagreement and dissent with a decision by the Finance Committee, and vice versa and should seek to resolve such disagreements informally.

When that is not possible, the State Council may intervene within their fiduciary responsibility for the organization and take a decision which is binding subject to ratification by the General Body.

Operating reserves

“Operating reserves” means the portion of unrestricted net assets that are available for use in emergencies to sustain financial operations in the unanticipated event of significant unbudgeted increases in operating expenses and/or losses in operating revenues.

Operating reserve ratio = operating reserve/annual operating expenses

The operating reserve ratio for the financial year would be 50 %

In case of unforeseen emergencies, such funds can be withdrawn based on recommendation of the Finance Committee and approval of Executive Committee (<25% of reserve) or State Council (>25%). Such a decision should be ratified by the next general body meeting and the amount shall be replenished at the earliest by suitable measures.

Investments

The entire amount other than Operating reserves shall be kept in fixed deposits in a nationalised/scheduled bank with instructions to transfer the interest to a saving account.

- Any withdrawal from this fund should be with prior approval by the general body to this effect or in extraordinary circumstances by special resolution by 2/3rd majority of the State Council.
- Any other investment other than bank deposits in such a manner beneficial to the society shall be undertaken only after a special resolution by the General Body to this effect or by the decision of the State Council to be ratified by the subsequent General Body.
- No sale, exchange, mortgage, lease or other transaction of immovable property and other restricted assets belonging to the association shall be valid unless passed by special resolution by the general body by two third majority and the President, the Secretary and one more member of the executive committee execute the document concerned.

Financial Records and Reports

The association will employ a regular process for assessing the status of organizational finances and assets. The Executive Council in conjunction with the Finance Committee will ensure that timely and accurate financial information is available, understood, and used to guide decision-making.

- The fiscal year for the organization will be April 1 – March 31 or such other date as prescribed by the law from time to time.
- The financial records of the organization will be maintained using the accrual basis of accounting.
- Annual budgets will be prepared by the Secretary & Treasurer in concurrence with the Finance Committee and Auditor and will be approved by the General Body.
- All receipts and disbursements will be coded to proper account to enable proper tracking.
- The Treasurer will reconcile the bank statement with bookkeeping records monthly.
- At a minimum, the Treasurer will prepare the following monthly financial reports for review: Balance Sheet, Income Statement and Budget-to-Actual comparison. The Secretary and the Finance Committee will receive an original copy of the same on a monthly basis.

- The Treasurer will make a quarterly presentation on the above noted reports to the Finance Committee
- The General Body will review a budget-to-actual presentation and financial report prepared by the Treasurer at every meeting. Any budget variances above 10% will be explained in writing.
- The General Body will review the auditor's report and income tax returns annually.

Safeguarding Assets

The following policies will ensure the security of organizational resources:

The Executive Committee shall have primary responsibility for ensuring that proper Financial Management procedures are maintained and that the policies of the Board are carried out.

The Finance Committee will provide fiscal oversight in the safeguarding of the organizational assets and shall have primary responsibilities for ensuring that all internal and external financial reports fairly present its financial condition.

- Segregation of duties will be ensured to create accountability and prevent misuse of organizational assets.
- A proper filing system will be maintained for all financial records.
- Actual income and expenditures will be compared to the budget on a monthly basis.
- All funds will be kept at IADVL Savings Bank account/Fixed deposit/investment.
- All cash receipts should be deposited on weekly basis to the designated bank account without fail.
- All funds other than reserve will be invested in fixed deposits or such other investment methods approved by the General Body in a Nationalized bank/Scheduled bank
- Bank statements will be promptly reconciled on a monthly basis by the treasurer.
- The Executive Committee shall approve any new signatory for each bank account and for any new and necessary bank accounts. Joint signatories are mandatory.
- The Secretary is responsible for promptly notifying financial institutions of any changes to authorized signers on accounts.
- Documents on all fixed assets will be kept with the Secretary/safe custody.
- Appropriate insurance for all assets will be maintained.

Funds Received / Receipts Policies

The following policies govern how funds received by the organization will be processed:

- All inward receipts (online\cash\bank instruments) should be received by the Secretary.
- All online receipts would be intimated to the Treasurer by the Secretary to confirm the transaction.
- Cash Receipts would be generally discouraged but would be accepted under unavoidable circumstances. All cash receipts are recorded on a pre-numbered receipt book signed by at least two of the authorized signatories. The Secretary will record all receipts in the cash

journal. The treasurer will prepare the detailed cash listing to be posted to the payment receipt account (amount, date received, account number, etc.). This listing is compared to the cash journal to ensure all postings equal amounts deposited.

- All receipts through bank instruments (cheque/demand draft etc.) should be dispatched to the treasurer for deposit.
- The Treasurer will be responsible for preparing the documentation on receipts for deposits and making weekly deposits to the bank.
- A copy of the deposit slip from the Bank is compared and attached to the corresponding receipt copies and cash listing.

Accounts Payable and Fund Disbursement Policies

The following policies govern how funds disbursed by the organization will be approved and processed:

- The President will approve expenditures within the parameters set by the annual operating budget approved by the General Body.
- All disbursements, except petty cash, are to be made by cheque and should be accompanied by substantiating documentation.
- All bills/receipts/invoices to be received by the Secretary. The Secretary approves cheque requests after comparing them with supporting documentation.
- Cheque requests and support documentation are delivered to the Treasurer for cheque writing weekly. The Treasurer prepares all cheques for the approved expenditures, using pre-numbered cheques.
- Each cheque has to be signed by two of the three authorized signatories and then disbursed by Secretary/Treasurer in person or by electronic transfer.
- Due diligence is to be exercised regarding TDS deduction, GST, Cess etc. in consultation with auditors before making any disbursement.
- The Treasurer immediately records all disbursements in the accounts payable ledger.
- Requests for pre-numbered cheques should be signed by all three Signatories. All cheques should be prenumbered and accounted for monthly. Blank cheques are in custody of the Treasurer/Secretary. The Treasurer is responsible for invoices and cheque requests. Cheques are written only after an approved cheque request has been presented. Blank cheques may never be signed in advance.
- Disbursement in cash up to Rs.10,000 can be done only under exceptional circumstances with due reasoning. Vouchers signed by recipients and countersigned by two of the three signatories along with supporting documents is required for all cash disbursements.
- The Treasurer reconciles the accounts payable ledger to the payment receipt account on a monthly basis.

Petty Cash Fund

The following policies govern how the Petty Cash Fund will be managed:

- The Petty Cash Fund is maintained on an imprest basis, which means that the amount spent will be reimbursed.
- The purpose of the Petty Cash Fund is to facilitate small purchases or reimbursements needed in the day-to-day operations of the organization, without going through the cheque writing

process, or to provide change for an event requiring cash transactions.

- The petty cash voucher must list the amount received, the purpose for which the cash is needed, and the date of the purchase. In addition, receipts for goods/services purchased must be attached to the petty cash voucher.
- The Treasurer will act as the custodian of the petty cash fund.
- The Maximum amount of cash in hand should not exceed Rs. 5000. Any amount in excess of this should be promptly deposited in the bank account within a week.

Expense Reimbursement

The association will reimburse its office bearers and members any reasonable and authorized expenses incurred by them in undertaking work on behalf of the association.

The Secretary is responsible for ensuring that all expenses are approved prior to committing association funds. The Treasurer reviews the Expense Report to ensure the expenses incurred were reasonable and in compliance with association policy. The President is responsible for approving any deviations from this policy.

All members seeking payment or reimbursement of expenses must submit a completed and approved Expense Report within 30 days. When submitting an expense report for reimbursement the member must include the receipts/invoice of payments, travel invoice/itinerary for all airline/train tickets, car rentals and itemized hotel receipt, food bills and other relevant bills in order to be reimbursed. Failure to include these will result in the expense report being rejected and returned to the employee.

Expenses incurred as payment on behalf of association

Any expense incurred by office bearers or members as a part of any payment done on behalf of the association would be reimbursed on submission of valid receipts/invoice.

Travel

Travelers or designated travel planners should make reservations as early as possible to take advantage of advance purchase discounts. Members will be expected to use the most cost effective routing when traveling. Unused tickets should be reported immediately to the secretary.

Accommodation

Invoices/Receipts are required for reimbursement of all lodging costs. Receipts for lodging should include the name of the establishment, the location, and the dates of stay. Any expenses (other than lodging) claimed for reimbursement which are included on the hotel bill (e.g., meals, phone calls, internet access, copies, etc.) must be separately identified in the appropriate sections of the Expense Report. No lodging expense is authorized for one day trip under 100 kilometers (200 kms round trip) unless there is a compelling reason with prior permission of the Secretary. Entertainment expenses, expenses incurred by spouse or accompanying person or any other expense unrelated to the purpose of visit will not be reimbursed.

Meals

Members are required to submit only the actual expenses that are incurred and only these amounts may be recorded on the Expense Report. Receipts for all meals are required. Tips are included in the cost of each meal. When members dine together while on official business, it is appropriate for one person to arrange payment and submit the claim for reimbursement. Details of dining companions shall be provided when claiming for reimbursement.

Taxi/Parking Fares

Reasonable taxi fares and/or parking fares will be reimbursed in addition to the accommodation and meal allowance. Receipts must be provided for bills in excess of Rs 500/- (self-signed vouchers if less than RS. 500/-) and details need to be included on the Expense Report.

Telephone/Mobile/Fax Expenses/postal/courier charges

Reimbursement of telephone/mobile/fax expenses/postal/courier charges for the secretary, treasurer and other pre-designated office bearers up to a sum of Rs. 500/- per month are covered within sundry allowances Payable to Office Bearers.

Advance Payments

Advance payments may be authorized by the President where appropriate. Such payments will be subtracted from the amount of any later reimbursements. If expenditure is not for whatever reason incurred, then any advance payments made, or any unspent portion of such payments, must be returned.

Non-Qualifying Expenses

There are certain expenses that association will not be held responsible for, including:

- Lost personal property.
- Entertainment /Unauthorized meals, flight upgrades, accommodations, etc.
- Expenses for spouses/accompanying who accompany members on trips
- Reimbursement for loss of time and practice
- Expenses claimed by a member as a tax deduction
- Expenses normally recoverable from a third party
- Expenses that are not incurred for official purposes
- Late payment interest on credit cards
- Parking, traffic or other fines and penalties
- Expenses not supported by adequate supporting document

Conflict of Interest

- The purpose of the conflict of interest policy is to protect the association's interest when it is contemplating entering into a contract, transaction or arrangement that might benefit the private interest of a member or office bearer of the organization, independent contractor or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and central laws governing conflicts of interest applicable to nonprofit and charitable organizations.
- A conflict of interest exists when the interests of an interested person have the potential to be at odds with the best interests of the association. The interested person's interests may be personal (for example, the consideration of a family member for contract or employment) or professional (such as affiliation with a potential supplier to the association). A financial interest is not necessarily a conflict of interest.
- The duty of loyalty requires that an office bearer or member be conscious of the potential for such conflicts at all times and act with candor and care in dealing with such situations.

- When an interested person has an interest in a transaction being considered, the interested person should disclose the conflict at the earliest time practical before a decision is made on the matter. Upon disclosure by the interested person, the decision making entity or person should provide a disinterested review of the matter.
- Sometimes, the organization may decide to choose to deal with an inside supplier of goods or services (i.e., involving an interested person) because of familiarity with the supplier's reliability or for another reason. Although such association with an interested person or their business or family in providing services may result in extra benefits to the insider, the record of the decision must show that the best interests of the association were the overriding consideration in deciding to use such a supplier.

Purchasing

The following policies govern how purchasing decisions will be made:

- Only the President in consultation with the Executive Committee is authorized to make purchasing decisions for regular supplies and large equipment, including furniture, computers, and software within the parameters of budget.
- Some form of cost or price analysis in coordination with the Finance Committee shall be made in connection with every procurement action exceeding Rs. 1,00,000.
- Bids should be sought for goods and services exceeding Rs. 1,00,000. At least three quotations and proper negotiations are necessary with proper documentation for any such procurement.
- Waiver or exemption from the bidding process can be availed under special circumstances. Purchases those are clearly and legitimately limited to a single source of supply, those involving special facilities or market conditions and purchases in the event of an emergency are some of the exceptions where waiver can be sought. All such exemptions shall be based on the recommendation of Finance Committee after proper deliberations and recording of the factual basis for the exception. The Executive Committee shall make the final decision. It has to be ratified during the subsequent General Body Meeting.
- Price should be one of the factors in the evaluation of responses, but the association is not required to take the lowest price if other factors are important to the decision. Environmental and sustainability factors should also be considered.
- To ensure timely repair and maintenance, Annual Maintenance Contract (AMC) shall be executed with the Agency. In the Agreement of AMC, there must be a clause for time-limit for expeditious repair and restoration. Failure by the Agency to render timely service would lead to cancellation of AMC.

Vendor and Contractual Agreements and Leases

The following policies govern how decisions to enter into agreements with vendors or contractors or leases will be conducted:

- The President and the Secretary or their nominee from the Executive Council may sign a contractual or vendor agreement or lease as approved by the State Council/Finance Committee/General Body.
- The Secretary will maintain a secure file of all vendor, contract, and lease agreements according to the document retention policy.

- All vendors must submit the Pan Card, GST number and other relevant documents prior to payment.
- A determination is made by the Treasurer in consultation with the auditors on the need to file an annual TDS, GST on payments made to vendors.

Gift Acceptance Policy

The following policies govern how Grants and Donations will be handled:

- IADVL Kerala accepts gifts in form of grants, donations and sponsorships that are consistent with its mission.
- Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations unless it is in conflict with the interests of the organization or violation of its bylaws, ethics and laid out precedence.
- In the course of its regular fundraising activities, the association will accept donations of cash, cheque, marketable securities, bequests, life insurance policies, commercial annuities, retirement plans, and in-kind services.
- Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose. Examples of gifts that may be subject to review include gifts of real estate property, gifts of personal property, and gifts of securities.
- All decisions to accept grants and donations will be made by the Finance Committee in consultation with the Executive Committee. The primary consideration will be the impact of the gift on the organization.
- IADVL Kerala will not accept gifts that (a) would result in violating its constitution and bylaws, (b) are in violation of the existing law of land (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences, or (e) are for purposes outside its mission.

Fixed and Capital Assets and Depreciation

IADVL should prepare a fixed asset register with name of item, purchase date and original cost with year wise depreciation. Each and every asset is properly marked with numbers and the same was duly updated in the FA register. The calculation of depreciation is based on the actual usage and life of a particular asset and as per prevailing accounting standards.

Security Controls

The following policies govern the security procedures that will be taken to ensure the safety of physical and electronic records:

- The Treasurer is responsible for inputting the financial data into the computer and generating financial reports. Only the treasurer will have access to the password required to make changes to the system. The President and the Secretary may have access to review or print information from the system, without making changes.
- Detailed printouts of cash receipts and cash disbursements are to be obtained. The Secretary is responsible for comparing the detailed printouts to source documents for accuracy.
- The Treasurer will perform a backup of electronic records on a weekly basis to assure that data is secure and will not be lost in the event of a computer failure.

- All confidential and financial information will be kept with the Secretary, including personnel files, financial records, invoices or expenses to be paid, cash to be deposited, fixed deposit certificates, audit reports, vendor agreements and fixed asset listings.

Auditing

External Audit

- IADVL Kerala will have an audit or review prepared by an external auditing firm at least annually.
- The selected auditing firm will not be used for non-auditing services except tax form preparation.
- Every three years, a request for proposal will be sent to audit firms qualified to provide the type of audit that meets IADVL Kerala needs.
- The Finance Committee is responsible for soliciting bids, interviewing firms and making the recommendation to the General Body when selecting the firm to be awarded the audit contract. Acceptance of the audit contract will be evidenced by a signed audit engagement letter.
- The audit is reviewed in detail by the Treasurer, and presented in the closing General Body Meeting for approval.

IT returns Preparation

- An external auditing firm or individual will prepare the association's annual IT returns for submission to the IT department to ensure accuracy.
- The Treasurer in association with secretary and finance committee will oversee preparation of the form
- The General Body will review and approve the IT returns in the annual closing GBM.

Conferences

National level Meets

The affiliated clubs and societies of IADVL Kerala may host the National Conferences (DERMACON & Mid DERMACON), Zonal Conferences (DERMAZONE South) or any other academic meet allotted to IADVL Kerala. These meets would be held as per MOU with national IADVL whenever applicable and in its absence by a MOU between IADVL Kerala and concerned club

Guidelines for conducting meets conducted in MOU with IADVL Kerala.

- These meets are to be conducted using the Pan Card, GST number and TAN number of IADVL Kerala.

A separate bank account shall be opened for the specific purpose using the KYC of IADVL Kerala and office bearers of the Organizing Committee would be the authorized signatories. The bank account would have the name of said conference. The bank account would be closed at final settlement of accounts and excess amount be transferred to the IADVL Kerala account.

- IADVL Kerala auditor will file GST returns, TDS returns and audit books of account of

conference, upto date on monthly basis or as per the Statutory mandate amended from time to time. Organising Committee should provide the monthly bank statement and supporting documents of each transaction for the same not later than 5th of next month.

- The share of National IADVL and other state branches, wherever applicable would be disbursed by IADVL Kerala.
- Due diligence is to be exercised regarding TDS deduction, GST, cess etc. in consultation with state treasurer and auditors of IADVL Kerala before any inward or outward transaction. Any omission or commission in this regard would be the sole liability and responsibility of the Organizing Committee.
- All transactions, both inward and outward should be accompanied by adequate supporting documentation (invoice {preferable} or receipt or bill). All payments should be made preferably using pre-numbered cheques issued in the name of the conference bank account, signed by at least two authorized signatories. Any deviation from above two conditions (payment made in cash or transaction without adequate supporting document or with self-made vouchers) are liable to be rejected in absence of sound and reasonable justification.
- Personal expenses incurred by an individual member or group of members of Organizing Committee as part of undertaking their role in conduct of the meet should be reimbursed only on submission of adequate supporting documents as per reimbursement policy of IADVL Kerala. A reasonable limit in regards to reimbursement of expenses incurred on food, accommodation, travel and stationary would be pre-determined by the Organizing Committee in consultation with the Executive Committee after taking the magnitude and the budget of the meet in consideration.
- President, Secretary and Treasurer of national IADVL and IADVL Kerala would be exempted from registration fees and provided with free accommodation. Registration fees exemption and accommodation can be provided to other participants on a case by case basis by the Organizing Committee with prior permission of the Executive Committee. Organizing Committee members are per se, not entitled to exemption or reimbursement of registration fees or accommodation.
- It is mandatory on the part of the organizing committee to take a written permission in advance from the executive/finance committee for any deviation from previously laid down guidelines.
- No other form of reimbursement other than those mentioned above (example- reimbursement for loss of time and income) would be allowed under any circumstances.
- Organising Committee shall maintain books of account as per law and get accounts audited by IADVL Kerala auditor. Organizing secretary and treasurer will submit all required bills and vouchers for the same and coordinate with Treasurer for the smooth auditing of the conference accounts. Organizing secretary and treasurer must collect TDS certificate/26AS form from sponsors and same should be transferred to IADVL treasurer after the event. Accounts and all pertaining documents should be submitted to the auditors through the treasurer within 45 days of culmination of event and auditing should be completed within 90 days of culmination of event.
- Failure to adhere to the terms of MoU will lead to disciplinary action on members of organising committee as may be deemed fit and proper by the disciplinary committee on

consideration of the facts and circumstances of the particular case and its decision shall be binding upon the members of the organising committee.

- Disputes if any arising out shall be resolved by mutual consultation and discussions, failing which the parties agree to refer the said disputes for arbitration by a sole arbitrator selected by mutual consensus.

State share from the conference would be shared between the organizing club and the state branch in the ratio of 30: 70

State level Meet

- The affiliated clubs and societies of IADVL Kerala may host the State Conferences, namely CUTICON and Mid CUTICON and other meetings of the association delegated to them using the Pan Card and Bank Account of the Hosting affiliate.
- Financial probity as mandated in organizing a national meet is expected and the Organizing Committee of the meet would be responsible for the same.
- 50% of the registration amount shall be given to IADVL Kerala. Any income over the expenditure (excluding registration fee) accruing from the conference/meeting shall be shared equally between the organizing affiliate and the IADVL Kerala.
- The organizing affiliate shall submit the audited accounts of the same and transfer the state share to IADVL Kerala within 90 days from the date of the conference.

Transparency Policy

- The following documents would be presented by treasurer in the general body meeting for approval and subsequently displayed on the association's website.
 - 1) Auditor's Report
 - 2) Income-tax return and FCRA return if any.
 - 3) Balance Sheet
 - 4) Income and Expenditure Account
 - 5) Receipts and Payment Account.
 - 6) Notes to Accounts (including significant accounting policies, registration details, date of filing income-tax return and FCRA return and details of 12A, 80G, 35AC and FCRA registration.)
 - 7) Fixed Assets Schedule
- Any member of the Association can inquire about any aspect of the state of finances in writing. It shall be binding on the Executive Committee to reply to the member in writing within one month of the receipt of this letter. (Unless it is in violation of the prevailing law or laid down confidential policy of association.)
- An open as well as confidential forum for reporting of any financial impropriety would be provided.
- Prompt investigation would be undertaken in each complaint to determine its merits and the appropriate action to be taken.

- Confidentiality will be maintained to the extent practical and appropriate under the circumstances.
- Association is bound to ensure protection from any form of discrimination or retaliation to a member who submits a good faith complaint.

Document Retention & Destruction Policy

Type of Document Minimum	Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	7 years
Cheques (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analysis/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years