

5. Other records

a) Integrated Salary Register

You may wish to have one register for FCRA projects and another for Indian funds. But do you need a separate salary register for each agency or project? Not really. There are two alternatives if you want to use an integrated salary register:

(1) Plain register:

You can use the existing register, dividing it into sections each month so that salary payments for each agency / project can be totalled up. The register would look as below:

Salary Register for the month of April '98								
S. No.	Name	Designation	Location	Salary	Allowances	Deductions	Net payment	Signatures
	Sida	Designation is also important.	Give the location for better control.					
1	Ms. Ramawati	Co-ordinator	Macchera	3,500			3,500	
2	Mr. Venkat	Sr. Animator	Macchera	500			500	Venkat
3	Ms. Maya	Teacher	Tilbatia	1,000			1,000	
4	Mr. Sebastian	Health Worker	Tilbatia	1,000			1,000	
	Total - Sida			6,000			6,000	
	Diakonia	He is working partly in Sida project and partly in Diakonia. Part of salary appears in Sida.						He signs at both the places.
1	Mr. Venkat	Animator	Macchera	1,000			1,000	Venkat
2	Ms. Vanita	Health Worker	Macchera	1,000			1,000	
3	Ms. Elizabeth	Animator	Purnea	980			980	
4	Mr. Hussain	Incharge	Purnea	2,000			2,000	
	Total - Diakonia			4,980			4,980	
	Grand Total			10,980			10,980	

(2) Analytical Register:

Analytical register is a little more complicated because additional columns are kept for each agency. If you have spare columns in your register, you can rename these. Otherwise you have to either make the columns in a plain register or get it printed.

Salary Register for the month of April '98								
S. No.	Name	Designation	Location	Salary (Sida)	Salary (Diakonia)	Salary (Ford)	Total payment	Signatures
1	Ms. Ramawati	Co-ordinator	Macchera	3,500			3,500	
2	Mr. Venkat	Sr. Animator	Macchera	500	1,000		1,500	Venkat
3	Ms. Maya	Teacher	Tilbatia	1,000			1,000	
4	Mr. Sebastian	Health Worker	Tilbatia	1,000			1,000	
5	Ms. Vanita	Health Worker	Macchera		1,000		1,000	
6	Ms. Elizabeth	Animator	Purnea		980		980	
7	Mr. Hussain	Incharge	Purnea		2,000		2,000	
	Grand Total			6,000	4,980		10,980	

He now signs at one place only.

This amount will be entered in the cash book as 'Salary –Sida'

This amount will be entered in the cash book as 'Salary –Diakonia'.

The analytical register is a little more convenient to use but requires more effort in column layout. You can choose either.

We suggest that you consider shifting to integrated salary registers (of either design) and avoid having a separate register for each agency / project.

b) Minutes Book

Every Society or Trust is expected to maintain minutes books. One book should record minutes¹ of the governing body meetings. Another should record minutes of the General Body meetings. This is broadly what the law requires – there may be some variations in different states.

The minutes book should be a bound register where minutes are written by hand. Who should write the minutes? Normally the Secretary is supposed to write the minutes. These are authenticated or signed at the next meeting.

Where should you keep the minutes book? Usually all office records should be kept at the office only. You may, however, wish to keep these under lock and key.

The minutes books are not a secret document. Normally auditors or reviewers would expect to see the minutes. This will help them know whether various actions were authorised or not.

Not maintaining the minutes book properly can have serious legal implications. The registrar can even take over the Society in some states on grounds of mismanagement.

What should be entered in the minutes? This would depend on your memorandum and articles. There are some things that you can not do without a resolution. This normally includes opening a bank account, purchasing immovable property etc.

¹ Discussion and decisions taken

Additionally, you can consider recording the following in you Governing Body minutes for better transparency. Incidentally, this is a standard practice in all companies, whether big or small.

(1) Disclosure of Interest

Governing body members may also be members or office bearers in other Agencies, NGOs, firms, businesses or organisations. Or one of their close relatives may be a member, partner or office bearer in another organisation. Both these are treated as an 'interest'.

The members can agree on a policy regarding disclosure of interest. Normally this would be done at least once a year. The concerned person gives a letter with necessary details to the Secretary who records it at the next meeting of the Governing Body.

Once the interest is declared, there would not be any need to make another disclosure till next year. Unless of course there is a change in the list of interests.

Subsequently, a matter may come up involving one of the parties in which a member has declared interest. It is customary that the interested member will not participate in such discussion or voting.

(2) Associated Party

Then there are NGOs that may have been floated by your organisation for some specific purpose. These may function from the same office or some nearby place. These are called 'associated parties'.

Whenever an associated party is set up or registered, the relationship could be recorded in the minutes.

(3) Register and payments

A register should then be kept. This register will include all the names where members have disclosed an interest or which are 'associated parties'.

Whenever a payment is to be made to an associated party (or a party in which a member has an interest), it can be minuted. For ongoing payments, one-time approval can be obtained. You can also set a limit (say a total of Rs.10,000 per year) upto which Board approval or discussion would not be required.

c) Log Book

Most people maintain log books for vehicles. Sometimes this poses a problem. The tachometer wire keeps breaking down! That apart, it is something which most reviewers will ask for. They will be quite unhappy if you can't provide one.



Standard log books are available in the market. These have various columns such as date, starting point, closing point, number of kilometres, purpose, etc. You can also add information on the amount of fuel. Each time fuel is filled, the number of litres and cash

memo reference is given. This will help your accounts person check the mileage per litre. This helps in controlling fuel consumption.

d) Fixed Assets Register

A Fixed Assets Register (FA Register) is a register which shows all the permanent assets owned by an organisation. The register shows the quantity and value of things like chairs, tables, fans, furniture, vehicles, land, buildings etc. It may also show where these assets are kept or used. Sometimes a serial number is also put on the item and noted here. Any assets that are sold are also recorded here.

(a) Is it different from a Stock Register?

This register is sometimes confused with the stock register. However these are two different records. A stock register is maintained to keep record of goods received and issued. It is mainly used for items that are not permanent. A record of medicines or of wheat bags would be kept in a stock register. Normally a stock register does not show value of the items received or issued.

(b) Why do you need such a Register?

An FA Register becomes very useful when the organisation growing. Having this information can help you check whether all these assets are in your possession. The total value of these assets can also be cross-checked with Balance Sheet or ledger. This is why most Agencies insist on this Register.

(c) Where can you get this register?

This type of a register is available in the market. You should ask at a shop, which keeps government forms, and stationery for companies. If you can't purchase this register, you can use the simple format given on page 28. Make about 80-100 photo-copies and have these bound in one register. Have all the pages numbered with a numbering machine. Insert two or three plain sheets in the beginning for an Index.

(d) How do you maintain this register?

Different sheets are opened for different type of items. For example, all tables, chairs, almira's etc. are written together on one sheet as 'Furniture'. Similarly all cycles, motor-cycles, jeeps are written together on one sheet as 'Vehicles'. You will need to open as many heads as the type of Fixed Asset accounts you have. After each type, you should leave a few sheets blank for future additions.

(e) Two Things to Remember...

There are two important things to remember here: Firstly, record is maintained only of those assets, which are owned by you. For example if a community centre or tube-well has been constructed for the villagers, the villagers may be its owners. In such case, this item should not be recorded at all.

Secondly, if we receive an item (such as land or furniture etc.) as a gift, it should also be recorded in the register. You may show an estimated value for this or record it at nil value. If you do this, you should also pass an accounting entry.

(f) How can I start a fixed assets register

If this register is started in the early years, it can save a lot of trouble for you later on. But suppose 10-15 years have passed and you have not started this register. Here you may have two choices:

(i) Old Vouchers available

If old vouchers are available, you can recreate your register. Proceed year by year. First pick up the *earliest* (first year's) Balance Sheet¹. See if any additions to fixed assets are shown. If yes, note down the amounts under various categories on a sheet of paper. Then take out the ledger, cash book and vouchers for that year. Open the ledger account of a particular asset and trace the voucher numbers. From the vouchers, note down the relevant details on another sheet of paper. Tally the total of this sheet with that noted earlier from the Balance Sheet. Proceed this way for each category. After all the details for that year are noted and tallied, enter these in the Fixed Asset Register. Follow the same procedure for next year and subsequent years. Remember that you must follow the sequence for the years.

(ii) Old Vouchers not available

If old vouchers are not available, you may have to divide your register into two sections. First go back to the earliest year for which vouchers are available. See the opening balances of fixed assets (category-wise) at the beginning of this year. Note down these balances as the opening balance for different categories of assets. After this, start recreating the Register from this year in the same manner as given above. You can call this Register as 'Register B'.

Next, sit down and try to recall / identify assets which were purchased before this period. Note down whatever details you can remember on a sheet of paper. If the purchase happens to be land or vehicles, you may get additional information from the title deeds or registration papers. Sort out the information according to categories. From these items, cut out the items which may have been sold or transferred later on. Now get another FA Register. Call this 'Register A'. Enter the information in this register in the same manner as a normal FA Register. Some information may not be available – leave these columns blank. Total up the value figures for each category (if possible), otherwise leave it un-totaled.

(iii) Approval for 'Register A'

After you have filled up Register A to your satisfaction, have it approved and signed by the Secretary / Treasurer. You may want to write one sentence under each category (just above the signatures of the Secretary / Treasurer): "Certified that the above details reflect the assets in the Society's possession as on _____ (date) and have been recreated on the basis of information gathered from various documents / persons, in the absence for accounting records for old years."

¹ Sometimes the Balance Sheet does not show this information. In such cases, refer to the Receipts & Payments Account.

(g) Physical Verification

Just keeping the register is not enough. **You should verify the assets physically once in a while.** How often you verify depends on your situation. If you have many field offices, you may want to verify the assets there every year. Assets which are small and can be easily removed should also be verified each year.

When verifying the assets, you should get each department or location to prepare lists of assets they have in their custody. Some one from the main office can visit to cross-check these. These lists then should be compared with the FA Register. This is called 'reconciliation'.

All variations should be investigated. Some assets may have to be written off because these have been lost or have become unserviceable.

(h) Format

Standard registers in the market are often too complicated for NGO requirements. A simple format is given below:

Asset Category:									Page No.
Serial No.	Accounting Year	Description of Item	Quantity	Bill Date	Voucher No. / Date	Amount (Rs.)	Purchased / Sold	Location / Identification	Funded by

You can have this format printed (or even xeroxed) and start your register. Use a good quality paper as the register will be used for 10-20 years.

The columns shown here are narrow because of page size. When you get this printed, increase the width according to paper size. A3 paper will be quite suitable for such a register.

e) Stock Registers

You need to keep a stock register only for some items. These may be items which are valuable (e.g. Rs.50 each) and used infrequently. Or these may be items which are not valuable but are used a lot. This increases the total value of the item. You could also set a limit: for example, if the consumption of an item is more than Rs.10,000 per year, then a stock register will be kept.

Standard stock registers are available in the market. These have a format mostly like the following:

Stock of Bleaching Powder (100 gms packing)

Open a separate account for each type of item

Date	Particulars	Bill / date	Received	Issued	Balance	Initials
1.4.98	Opening Stock				40	
4.4.98	Ralia Ram & Sons	234/4.4	200		240	
7.4.98	For Machera office			150	90	
15.4.98	For Tamang office			50	40	
3.5.98	Ralia Ram & sons	325/2.5	200		240	

We suggest that proper stock registers may be kept for valuable items or items which are consumed in large value during the year.

f) Usage Registers

For such items, you may also want to keep distribution or usage registers. A date-wise register is usually sufficient – there is no need to open item-wise accounts.

The format of such registers will depend on the situation. But these should show at least the date, item used, person who used it or received it, purpose and quantity used. You could also make an entry in this register whenever some items are received from main office for distribution.

