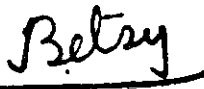



**Extracts of The Finance Committee Meeting held on 25<sup>th</sup> September 2024 at Discussion Chamber, Chavara Block.**

It is hereby decided that major expenses of the college are met by cashless payments through bank / online mode only. Further It is decided to allot an amount of Rs 5,000 to the Institutional Head as Imprest cash for meeting the contingencies. Petty expenses of the college are met through this sundry cash. Bills/Vouchers and Statement of expenditure will be submitted to accounts department on 1st of every month or once the amount is completely expended. A fresh advance or an amount equal to expended will be recouped from the accounts department for the future month expenditure. The register for sundry expense will be audited every year.

  
Associate Director

  
**Dr. BETSY THOMAS**  
MD, FRCOG, DNB, MICOG  
PRINCIPAL  
AMALA INSTITUTE OF MEDICAL SCIENCES  
AMALA NAGAR, THRISSUR-680 555




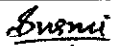

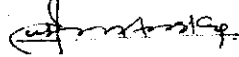
 <b>Amala</b> <small>INSTITUTE OF MEDICAL SERVICES</small> <small>WILSONS ROAD, TRIPUNITHURAI</small>	<b>FINANCE DEPARTMENT</b>  <b>MANUAL</b>	Doc. No.	AIMS / DM / FIN - 24
		Issue No	02
		Rev No.	05
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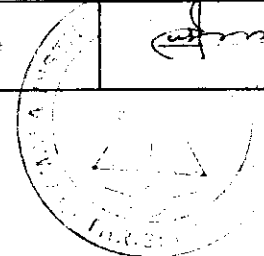
5. Verify various transactions and ensure compliance of all applicable laws including those related to Income Tax, TDS, GST, FCRA, etc.
6. Verify reports for various GST returns and GST audit and ensure that applicable GST returns are filed properly and accurately in time and that GST audit is completed in time.
7. Ensure that applicable FCRA return are filed properly and accurately in time and that FCRA audit is completed in time.
8. Verify, ensure compliance and provide compliance reports related to Income Tax, TDS, GST, PF, ESI, etc, in time.
9. Assist in Inspections, respond to communications, co-ordinate with auditors / consultants / lawyers, organise documents for hearing, attend hearing, etc. on behalf of the Organisation in connection with various applicable laws including those related to Income Tax, TDS, GST, FCRA, Building Tax, Customs Duty, Excise Duty, PF, ESI, Profession Tax, etc.
10. Assist in month and year closing activities by conducting various verifications, rectifications, reconciliations, schedule preparations, etc.
11. Provide various periodical and ad hoc reports to superiors.
12. Prepare various reports and schedules required for the audit and assist in timely audit finalisation.
13. Perform other duties assigned by the Director and superiors from time to time.


## 7.0. POLICIES AND PROCEDURES:

### Daily Collection

- Collection from various cash counters is deposited with Cashier – Accounts / Accounts Executive (Cardiac & Scanning) along with summary sheet and supporting documents, before 5 p.m. every day.
- Cashier - Accounts / Accounts Executive (Cardiac & Scanning) receives and verify the same and also deposit the cash in the designated bank accounts by next working day.

Prepared By	Verified By	Approved By	Issued By
CA Shabu T P Chief Financial Officer	Ms. Susmi Alphonsa Kurian Quality Coordinator	Fr. Deljo Puthoor CMI Accreditation Co-ordinator	Fr. Julious Arakkal CMI Director
			



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- Accounts Staff verify whether full collection from cash counters are deposited into designated bank accounts by the next working day and account necessary entries in the Accounts module.

#### Collection Accounting

- Posting of collection, concession, credit, etc. in the Accounts module are verified.
- Department-wise accounting of Collection is done based on Reports from Operations.

#### Receipts and Accounts Receivable

- Receivable entries are accounted on due basis.
- Receipts from staff, trainees, students, drivers, licensees, patients, suppliers, insurance companies, well wishers, etc. are processed on the day of receipt and also the cash is deposited in designated bank accounts, by next working day.
- Accounts Receivable is verified and concessions are accounted correctly.
- Accounts Receivables are followed up and relevant reports are provided within the given time schedule.

#### Purchase Accounting

- In case of Pharmacy, posting of purchase of medicines, consumables, etc. in the Accounts module are verified.
- In case of Store entries for purchase of fixed assets, consumables, lab items, store items, etc., entries are verified and posted correctly in the Accounts module.
- In case of other purchases, the same is accounted in the Accounts module.
- Supplier accounts are periodically reviewed and reconciled.

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