



DEENABANDHU TRUST

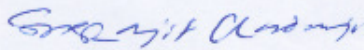
Regd. Office:
CF-95, Sector- 1
Salt Lake City
Kolkata - 700 064, India

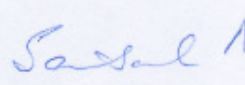
ACCOUNTING POLICY

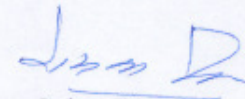
It is proposed that an Accounting Policy of the Trust be made applicable with effect from 1st January, 2016 and the same shall be followed meticulously.

The salient features of the Accounting Policy are as under:

1. The Payment and Receipt Vouchers will be dated and monthly serially numbered.
2. No Payment would be made, unless they are approved by any one of the Executive Committee members (Treasurer, Secretary or Chairman)
3. After payment, the recipient's signature would be obtained. If the payment is more than Rs. 5000/-or as applicable, Revenue stamp would be affixed.
4. All payment beyond Rs. 2000/- would be made by cheque and in case of deviation the same should follow stipulation as per clause No 6 of the Policy
5. For cash payments, the government photo ID copy of the vendor and his current mobile number would be collected.
6. Expenses above Rs. 2000/-made in cash in exceptional and unavoidable circumstances should duly be approved by any two of the Executive Committee members (Treasurer, Secretary or Chairman) from time to time and same should be presented to the Board of Trustees during the Annual Meeting in each year for approval and noting.
7. All cheques will be signed by at least two of the approved signatories.
8. Any modification of the Policy shall be made by the Trust as and when needed by informing the Board of Trustees and taking their approval.


Subhajit Chatterjee
Chairman


Saibal Mitra
Secretary


Suhas Basu
Treasurer



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