



FINANCIAL POLICY

1. Purpose

- To ensure proper financial management, transparency, accountability, and compliance with statutory requirements in all financial transactions of the organisation.

2. Financial Responsibilities

- The Board of Directors holds ultimate financial oversight.
- The Treasurer (or Finance Officer) is responsible for day-to-day financial operations and record-keeping.
- All expenditures must be authorized as per the approval matrix.

3. Bank Account Operations

- All bank accounts shall be opened in the name of the organisation.
- At least two authorised signatories are required for all cheque and online transactions.
- Monthly bank reconciliation must be prepared and verified.

4. Budgeting & Planning

- Annual budgets shall be prepared before the start of each financial year.
- All expenditures must be in line with the approved budget.
- Any deviation must be approved by the Board.

5. Income Management

- All grants, donations, and income sources must be properly documented and receipted.
- Donors will be issued receipts with PAN & 80G details (if applicable).
- CSR donations will be reported as per applicable government norms.

6. Expenditure & Payments

- All expenses must be supported by bills/invoices and approval slips.
- Cash payments should be minimized and restricted to a predefined limit (e.g., ₹5,000).
-
-

Crime Control & Social Development Organisation

Address:- A-1 Building, Acharya Niketan market, Mayur Vihar
Phase - 1, New Delhi -110091



- Vendor payments should be made via cheque/online transfer wherever possible.

7. Accounting & Audit

- Proper books of accounts shall be maintained using accounting software/manual registers.
- All financial records will be retained for at least 8 years.
- An external audit will be conducted annually by a registered Chartered Accountant.
- Internal financial reviews shall be conducted quarterly.

8. Statutory Compliance

- Timely filing of:
- Income Tax Returns
- FCRA returns (if applicable)
- GST returns (if registered)
- Annual Reports to Registrar of Societies/Company

9. Procurement Policy

- Competitive quotations will be taken for purchases above ₹25,000.
- Purchase committee approval is required for all major procurements.
- All procurement must follow ethical and transparent practices.
-
- 10. Review & Amendments
- This policy shall be reviewed every 2 years or as required by law or organisational needs.



Crime Control & Social Development Organisation

Address:- A-1 Building, Acharya Niketan market, Mayur Vihar Phase - 1, New Delhi -110091