

CO OP HOUSING SOCIETY ACCOUNTS WORK LIST FOR QUALITY AUDIT AND SOCIETY BETTER MANAGEMENT PURPOSE.

- (1) Prepare Monthly Maintenance Bill
- (2) Prepare Monthly Receipt
- (3) Prepare Monthly Maintenance Bill Register
- (4) Prepare Monthly Collection Receipt Register
- (5) Prepare Monthly Outstanding Dues Statement
- (6) Prepare Monthly Managing Committee Meeting Notice and Minutes
- (7) Prepare Special General Body Meeting Notice and Minutes
- (8) Prepare Annual General Body Meeting Notice and Minutes
- (9) Prepare I Form Register, J Form Register, Share Register, Nomination Register, Investment Register, Sinking Fund Register, Rental Flat and Shop agreement Register
- (10) Issue of Share Certificate
- (11) Prepare Cash & Cheque Payment Expenses Voucher
- (12) Prepare Accounts Entry
- (13) Prepare cash book, bank book , expenses ledger Income ledger, balance sheet ledger, Members ledger
- (14) Prepare income & Expenditure account & Balance sheet with schedule
- (15) Filing of income tax return
- (16) Filling of TDS Return
- (17) Filling of GST Return filing
- (18) Cheque deposit into Bank
- (19) Statement of Transfer Premium
- (20) Prepare Audit Report with financial statement by auditor
- (21) Prepare Active & Non Active member list
- (22) Transfer of shares for sale of flat and shop
- (23) Building Insurance
- (24) Structural Audit above 15 year building .
- (25) Prepare Audit Rectification Report in O Form
- (26) Society Return six type details online filing in co op website
- (27) Investment in Fixed deposit for Repair Fund , Sinking fund and Reserve Fund amount
- (28) Inspection of Society Property
- (29) Society Building Conveyance
- (30) Verification of Transfer of flat documents
- (31) Society Managing Committee Election
- (32) New Bylaws adopted
- (33) Prepare Fixed Assets Register

- (34) Prepare and Maintain Members Separate Files
- (35) 101 Recovery procedure for members outstanding dues
- (36) Society Online Registration in co op website
- (37) Every Society to appoint the statutory auditor in the AGM
- (38) Accounts Finalization due date is 15th May
- (39) Audit due date is 31st July
- (40) AGM due date is 30th September.

SHARED BY

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