**Kaira Social Services**

VII. Financial systems and procedures

1. Systems of planning: Existence and adherence to NGO-CBO guidelines/ any approved systems endorsed by SACS/NACO- supporting official communication.

No Deviations Recorded.

1. Systems of payments- Existence and adherence of payments endorsed by SACS/NACO, availability and practice of using printed and serialized vouchers, approval systems and norms, verification of documents with minutes, quotations, bills, vouchers, stock and issue registers, practice of settling of advances before making further payments.

The cash balance of the NGO is frequently above Rs 5000/- which needs to be taken into consideration.

1. Systems of procurement- Existence and adherence of systems and mechanism of procurement as endorsed by SACS/NACO, adherence of WHO-GMP practices for procurement of medicines, systems of quality checking.

No Deviations Recorded.

1. Systems of documentation- Availability of bank accounts( reconciliation made monthly basis), audit reports.

Audit Report For the year 2014-15 not yet finalized and is under process.