

Information and Documents Required For F/Y-2021-22

Accountability

Compliances

Governance



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Irrigating through compliances and Governance

Dear NGOs,

The Financial year 2021-22 is being closed soon, we need to close the books accounts with preparing the financial statements, Board report, Audit report and Annual Reports for your esteemed organization or establishment for submission and disclosures with Government authorities, regulators, officials, stakeholders, contributors and general public.

In view of intention of Government statutes and focus of our Governments towards the non-profit organization running in India, as they are part of the government functioning body and activities which entrust to the governments, hence we have the responsibility to conduct and participate in the social, environmental and governance polices towards the society, communities, nation and human being in the glob, so apart from performing our key functions, we expect that we have done so many such activities like helping to poor, participation in plantation, medicines distributions, distribution of foods, awareness about COVID-19 epidemic, conducting various camps for serving the society.

Believe it, the cost incurred on such social activities is not a cost center, but it creates a positive value in the mind of people which increases the positive image or good reputation amongst the society, by indicating the path of success which guarantees you the sustainable and long-term business.

Another important aspect is disclosures of fair financial and non-financial information, which is also very use full tool to change the mind of people, their decision making and perceptions about us. Therefore, we request to cooperate us in preparing financials and the Annual reports disclosing all transactions, information, details, documents including missions, objectives, performance and social contributions correctly and truly.

We have listed out the relevant document and information below to be provided us. Please tick if provided, NA, if not applicable, awaited, if pending.

Thanking you,

Yours faithful professional

FCS. Naseem Ahmed.

Fellow, Member of ICSI, ICSA (Canada), PE-II-ICAI, LL.B & B.Com

DOCUMENTS AND DETAILS PROVIDED STATUS FOR 2021-22

S.No	DOCUMENTS/DETAILS	“Yes” “No” “NA”	Remarks
1	Bank Statement From 1st April 2021 to 31 st March-2022		
2	Fees Due on each student, class wise during the year. See- <u>Annexure A</u> as attached		
3	Fee Slips issued during the year		
4	Day book prepared during the year		
5	Salary processed/salary sheet during the year-see <u>Annexure-B</u>		
6	Payment Proof Salary (Voucher - Bank Transfer) with outstanding salary of each staff and teacher during the year		
7	Electricity bills with payment proof		
8	Mobile/telephone bills of school or staff if born by school		
9	Rent amount paid with payment vouchers, rent slips, if any		
10	Lease deed and PAN and Adhar of Owner, if on lease		
11	Ownership proof of Building or premises if owned by trust/school in which school is being carried on – electriciy bill/ sale deed etc		
12	Vendors bill (books, dress or furniture) with proof of payments during the year.		
13	Our ledgers in Vendors books, if any		
14	Payment of license, royalty etc if any		
15	Fixed assets bills (AC, Furniture, Tools, Toys, Vehicle, Computers etc,) and their payment proof, if purchased during the year		
16	Details of Loans from Bank, Relatives, Trustees, if any during the year-		
17	Total students’ strength class wise comparative with previous year. <u>See Annexure-C</u>		
17A	Total students’ strength, whose admission taken for next session before 31 st March-2022 i.e. for 2022-233 with their advance fee details.		
18	Register of Teachers and staffs with appointment letters and resignations if any during the year- <u>See Annexure-D</u>		
19	Photos of staff and teacher (open face)		
20	Details of amendment in trust deed, if any during the year		
21	Photos of Trustees/settlers/ committees		
22	photo of School premises, classrooms, libraries, lab etc with school sign board		
23	photo and details and of events or functions if any carried out during the year 21-22		
24	Details of Annual General Functions if any photo and expenses details		
26	Details of technological upgradation if any, during the year (amount invested/instruments bought/others		

27	Details of social contribution 1) help to poor, 2) free education, 3) food distribution, 4) sports activity etc. 5) Donation to others 6) Medical relief		
28	Details of environment protection 1) Plantation 2) water consumption, 3) utility consumption, 4) air purification 5) Awareness programs		
29	Details of free / concessional education provided during the year.		
30	Details of change in board of trustees or executive committees with appointment letter - resignation		
31	President speech or write-ups		
32	Any award, appreciations or recognition to school during the year, if any		
33	Details of donations received to the schools during the year, if any (name/adhar/mobile / amount of donoars)		
34	Details of sponcership received and availed during the year		
35	Details of Foreign contribution during the year, if any, Name, KYC, Mobile, Institutions and ID of donars)		
36	Any gift received to the school during the year		
37	Any property, building purchased/repared by the school during the year		
38	Whether registered under EPF and ESIC, if yes		
39	1) EPF ECR and Challans 2) ESIC challan and returns		
41	Whether under the State Shop and establishment Act, if yes provide copy of RC		
42	Whether the name of Trust or School registered under the Trade Mark Act, 1999. If yes provide RC		
43	Whether filed return under the Minimum Wage Act, 1948		
44	Whether filed return under the Payment of wages, Act, 1936		
45	Whether filed return under the payment of Bonus Act, 1960		
46	Whether filed return under the Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013		
47	Whether filed return under the Equal Remuneration Act, 1976		

Annexure-B

Name of School/Madrassa/Masjid Run and established by.....												
Regd. Office.....												
Salary Sheet Report for the month of2021												
Sl. No.	Employee Name	Pay Days	Earnings			Total Earnings	Deductions			Total Deductions	Net Payable	Remarks
			BASIC									

Annexure-D

Name of School/Madrassa/Masjid/Institution.....															
Run and established by:.....trstut/society.....															
Regd. Office.....															
REGISTER OF STAFF AND FACULTIES															
Sl No	Name of the Employee	Father's Name	Designation	Date of Joining	Qualifications	Date of Birth	PAN NO	AADH AR NO.	Present add.	Permanent Add	Moblie	Date of Leaving	Sign	REMARK	

Annexure A

Name of School/Madrassa/Masjid/Institution.....													
Run by:.....Trust/society.....													
Regd office.....													
TOTAL SCHOOL FEE DUE (TO BE RECOVERED)													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
S.No	Name	Father Name	Admission Fee/ Registration	Tuition fee (12 months)	Annual Fee	Other, if any	Transportation	Total Amount (E,F,G,H,I)	Discount offered, if any	Net Amount (J- K)	Dress	Course fee	Total (K,L,M)

Annexure-C

School/madrassa/masjid/institution.....						
Run and Established by:.....						
Regd office.....						
2021-22						
S.No.	class Name	Existing	New Admission for 2021-22 seseion	New Admission for next session 2022-23, if any	Left/Transferred	Remark