

PART –VII
ACCOUNTS AND MANAGEMENT OF PROPERTY

23. Account:-

- (1) **Council Bank Account:** - The Council shall have an account in the local branch of any one of the nationalized bank of India. All funds of the Council shall be deposited into the Council account with the Bank.
- (2) **Operation of Council Account:** - Withdrawal of money from the council Account shall be by means of cheque, jointly signed by the President and Registrar. The Registrar being the Drawing and Disbursing Officer, the cheque book shall remain in the personal custody of the Registrar.
- (3) **Income of the council:-** The income of the council shall consist of -
 - (a) Registration fees, renewal fee, etc.
 - (b) Grants received from the state Government/Central Government and
 - (c) Any other sum raised by the council.
- (4) **Expenditure of the council:-** It shall be competent for the council to incur expenditure for the following purposes, namely:-
 - (a) Salaries and allowances of the Registrar and the staff maintained by the council.
 - (b) Fees and allowance paid to the members of the council and of the Executive Committee.
 - (c) Such other expenses as are necessary for its own maintenance and performing the function under the Act.
- (5) **Sanctioning Power of the Registrar:-** The Registrar shall have power to sanction expenditure on miscellaneous items of contingent nature up to an amount not exceeding to **Rs. 25,000/-** (Rupees twenty five thousand) at a time and **Rs. 2,00,000/-** (Rupees two lakhs) in a year. Expenditure in excess of that amount shall require prior sanction of the President. A permanent advances of Rs. 25,000/- (Rupees Twenty five thousand) shall be made to the Registrar.
- (6) **Account Book Maintenance:-** The following account Register of the council shall be maintained:
 - (a) Cash Book
 - (b) Register of stock of Cheque Books.

- (c) Register of leave and pension contribution.
- (d) Register of permanent advance.
- (e) Annual Account
- (f) Any other Register as may be necessary.

(7) **Account Audit:** - **The accounts** of council shall be audited annually by the State government authorities or the council may appoint a Chartered Accountant for the purposes. Any such expenditure incurred in connection with such Audit shall be payable by the council. In order to maintain transparency of fund position council members may call for internal audit (if necessary).

(8) The management of the property:-

- (a) The property will be held under the name of the council under section 55 (2)(a) of the Act.
- (b) The Registrar of the council will be in-charge of the property of the council and shall be responsible for its management i.e. for keeping it in proper custody and in good efficient condition and protecting it from deterioration.
- (c) The registrar shall maintain a stock register in which all articles of the property of the council will be entered showing cost and dates of their purchases.
- (d) Any loss or damage to the property will forthwith be reported by the Registrar to the President who will be empowered to write off the cost of the articles lost through accident or fire with the concurrence of the Executive committee.