

**NEELKANTH APARTMENTS**  
**The Talagang CGHS Apartments, Plot No. 49, Sector 13, Rohini, Delhi-**  
**110085.**

**Name of Document: Management Information System (MIS)**

Purpose: To Improve the Decision-making mechanism and Control of expenses done to improve society environment.

Date of Implementation: 01 April, 2025

Detailed Description:

**1. Quarterly Expenses Report:**

Accountant will be responsible for submitting quarterly report to MC designated member latest by 20th day of next month after completion of all related work

**2. Monthly Bank Reconciliation:**

Accountant will be responsible for submitting the reconciliation statement on monthly basis to MC designated member latest by 20th of the next month.

**3. Numbering on all type of vouchers:**

It is responsibility of Accountant to properly arrange vouchers and will be properly and serially numbered and kept date wise and vouchers must be matched with accounting software and as per accounting norms.

**4. Quarterly Physical Cash Verification report and reconciliation with Cash ledger.**

Cashier will be responsible for physical cash verification certificate on half yearly basis i.e. 30th Sept and 31st March of each year. Accountant will reconcile the same with books of accounts and if any mismatch found, he need to report immediately to MC

**5. Secretary will ensure to call Minimum 3 MC meeting in each quarter to look after the operation of the society.**

**6. Office Manager will be responsible for submitting formal monthly society operation reporting system to MC without fail.**

For The Talagang Co-op Group Housing Society Ltd.  
  
Secretary