Appendix

ACCOUNTING QUESTIONNAIRE

1. Does your organization have appropriate Application?
   Yes_____ No____

2. Does Application is user friendly?
   Yes______ No____

3. Does your employees receive training to use the Application?
   Yes____ No____

4. Your Organization has agreement with software vendor?
   Yes____ No____

5. Does your organization have backup facilities?
   Yes____ No____

6. Are you keeping backup tape outside the organization?
   Yes____ No____

7. Are you performing down time of the application?
   Yes____ No____

8. Can the application can be customized?
9. Are you conducting application audits at regular intervals?
   Yes____ No____

10. Have you done system audit?
    Yes____ No____

11. Does the application incorporate any modifications?
    Yes____ No____

12. Does the application generate the required reports?
    Yes____ No____

13. Is there any dedicated employee to monitor the day to day operations?
    Yes____ No____

14. Do your organizations have a structured network?
    Yes____ No____

15. Are you conducting Network audits in your organization?
    Yes____ No____

16. Is any person present in the organizations who authorizes the updates:
    Yes____ No____

17. Is the Application Server capable to get upgraded with the future technology?
    Yes____ No____

18. Is sufficient training provided to your system administrator? Yes____ No____

19. Are you monitoring system down time?
20. Sufficient power backup is available?
   Yes____ No____

21. Internet access is available?
   Yes____ No____

22. If yes, what is the access procedure?

23. Dedicated e-Mail access is available to all employees?

24. Are all the computers are protected with Antivirus program?

25. Are you updating antivirus definitions regularly?

26. How frequently are you updating?

27. Is BCP (Business Continuity Planning) performed?

28. What is the team size of BCP team?

29. Is there any dedicated budget for System maintenance?
30. Is there any system procedure?

31. Is your emergency planning documented?

32. What electronic mail software does your occupation absent?

33. Does your affiliation employ the outside drives?

Server Details:

Model:

CPU:

Speed:

HDD Capacity:

RAM:

External Drives:

Network Ports:

USB ports:

Identification:

Location:

Insurance:

Electrical Diagram:

Power Points
Desktops:

Model:

CPU:

Speed:

HDD Capacity:

RAM:

External Drives:

Network Ports:

USB ports:

Identification:

Location:

Insurance:

Electrical Diagram:

General Information

Gratify whole this segment to supply worldwide in order concerning your group.

1. Pardon? Category of society be you (non-profit, commercial, profitable, campus, And that.)?
2. Be your association included otherwise lawfully registered?

All right: _____ rejection: _____ (stipulation rejection give details)

2a. at what time in addition to anywhere be your association included otherwise register?

__________________________________________________________

3. Be your association necessary in the direction of disburse dues resting on proceeds/proceeds otherwise is it excepted as of such Dues?

Requisite to reimburse duty resting on income/takings: ______

Not compulsory to compensate duty on top of proceeds/revenue: ______

5. Satisfy give copy of one equipment which explain your association, its assignment

In addition to it’s the past.

With this: _____ Not with this: _____ (make clear)

6. Be your institute allied by means of some additional association? stipulation all right, satisfy offer

Particulars:

No problem: _____ refusal: ______

Register organization’s relationship: ________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

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6. Gratify catalog the name of the subsequent persons in addition to supply and managerial chart, stipulation obtainable.

7. Chairman: _____________________________________________

   Executive Director: _______________________________________

   Chief Financial Officer: _________________________________

   Secretary: ______________________________________________

   Treasurer: ______________________________________________

   Bookkeeper/Accountant: _________________________________

8. Inventory the numeral of workers in your association:

   Around the clock workers: ________ amateur workers: ________

9. Go into the foundation along with finish date of your organization economic (monetary) time:

   Beginning: (Month, Day) ________ to: (Month, Day) ______________

10. Determination your association contain additional source of Indian administration finances throughout the epoch of the funding?

    All right: __ rejection: _

Segment B: interior wheel

interior wheel be events which make sure so as to: 1) monetary dealings be accepted through an official person in addition to go after laws, system in addition to the organization policy, 2) possessions be reserved securely, in addition to 3) secretarial measures be whole, correct in
addition to reserved on a standard foundation. Gratify absolute the subsequent question relating to your organization interior joystick:

1. catalog the person’s name, location/heading in addition to cell phone numeral (if dissimilar on or after the numeral on piece of paper 1) intended for the persons accountable for the subsequent:

   1a. accountable used for

   Money:

   ____________________________________________________________

   Store financial minutes:

   ____________________________________________________________

   Tackle: ______________________________________________________

   1b. accountable used for examination expenditures to construct positive they be permissible:

   ____________________________________________________________

   1c. accountable meant for custody every gate as well as additional cost certification designed for this endowment

   ____________________________________________________________

   1d. to blame meant for sign cheques:

   ____________________________________________________________
1e. accountable intended for maintain secretarial minutes:

___________________________________________________

If. accountable intended for integration bank statement in the direction of the secretarial minutes:

___________________________________________________

1g. accountable meant for preparing financial reports:

___________________________________

1h. Responsible for prepares description intelligence:

___________________________________________________

2. Be occasion sheet reserved intended for every paid worker?

   All right _____ rejection: _

   _

3. Be every workers income affirmed inside an service correspondence otherwise agreement?

   All right: ____ rejection _

4. Perform you continue account proceedings intended for tackle?

   All right: ____ rejection: _ (give details)

5. How frequently perform you contrast account proceedings to the genuine utensils?

   _________________________________________________________________

Secretarial scheme

The point of a secretarial organization is in the direction of: 1) precisely evidence all monetary dealings, in addition to 2) make sure so as to everyone monetary dealings be support through invoice, instance sheet in addition to additional guarantee. The type of clerical system regularly depends on pinnacle of the measurement of the association. a
number of organization might contain mechanized secretarial system, as others employ a
physical organization toward proof every deal in a ledger.

1. for a short time portray your organization secretarial scheme counting: a) some physical
ledgers

    Second-hand to evidence transactions (universal ledger, money disbursement ledger, et
cetera.); b) some

    Mechanized secretarial scheme second-hand (satisfy point to the first name); plus c) how

    Dealings be summarize inside monetary information.

2. Do your association contain written secretarial policy plus events?
   Okay: ___ rejection _

3. Be your monetary information ready on top of a:
   Ready money base: _____ buildup origin: ____

4. Can your secretarial minutes break up the gate in the midst of expenditure beginning The
gate in addition to expenditure of your organization additional behavior?
   All right: ___ refusal: _

5. be able to your secretarial minutes abridge expenditures according
   In the direction of dissimilar financial plan category such because salary, payment,
provisions in addition to tackle?
   Okay: ____ rejection _

6. How frequently is monetary information equipped?

   Journal: ____ periodical: _ yearly: _ Not ready: _ (clarify)
7. How determination your association build certain so as to human being financial plan category plus in general

Financial plan restrictions determination not exists exceed?

8. Perform you remain invoice, voucher in addition to instance sheet intended for every one expenditure complete?

All right: ___ rejection: ___

9. Be present some situation inside which invoice, voucher in addition to instance sheet cannot otherwise determination

Not exist obtain?

Why not? _ (give details) No: ___

10. For a short time explain your organization association intended for file plus keeping behind Certification.

___________________________________________________ ______________________

11. Determination your association live talented to remain secretarial minutes counting invoice, voucher

As well as instance sheet intended for at slightest three existences following the concluding monetary account is submit?

All right: ___ rejection: _ (give details)

12. Do your group contain a negotiate not direct charge speed concord standard through a administration?
All right: _ (condition all right, satisfy surround reproduction of speed concord)
rejection: __

Money organize

1. be able to a divide amass account register in the first name of your association exist familiar
?

All right: _ rejection: _

2. Determination money inside the depository explanation exist within

Confined coins: __ Others: _

3. Be every one store the books plus cheque signers official through the organization panel of Directors or Trustees?

Okay: _ refusal: __

4. Determination some hard cash be set aside exterior the depository explanation (inside little money Finances, etc.)?
5. Condition your group doesn't contain a depository story, how is money reserved carefully?

Yes: _ No: __

6. Be present some administration limitations on top of the numeral of depository accounts an group

   Could encompass?

   Yes: _ (give details)    rejection: __

7. How resolve expenses intended for funding operating cost live complete on or after the disconnect reservoir explanation (make sure

   Every so as to pertain):

   __ Check owed toward vendor pinched on top of the store account

   __ Depository transfer to supplier.

   __ Withdrawal of coins beginning depository relation, follow with expenses to seller in hard cash.

   __ Additional (satisfy explain):

8. Be present several management otherwise store limits, responsibility otherwise additional cost so as to determination be located on top of The store explanation?
Yes: __ (clarify)  rejection: _

Review

A review is an assessment of your secretarial minutes through a self-governing accountant who workings intended for an secretarial solid. A review story contain your monetary statement when fine because an judgment through the accountant so as to your monetary statement be right. Gratify offer the subsequent in order on top of previous audit of your association.

1. Do your association contain usual audit?

    All right: __ (satisfy offer the the greater part current photocopy)  refusal
    inspection carry out: _

    1a. state every one correct who execute the evaluation?

    ___________________________________________________________

    1b. how regularly exist review carry out?

    Periodical: _  annual: __  each 2 being _  additional _ (give details)
1c. What kind of inspection be perform?

   Economic: ___   agenda: _   additional: _

2. Condition your association do not contain a present review of its monetary statement, give pleasure to

   Supply a reproduction of the subsequent monetary in sequence, condition obtainable:

   a. A "equilibrium page" intended for your former economic otherwise datebook time; as well as

   b. A "proceeds as well as disbursement report" intended for your preceding financial otherwise datebook day

   ________________________________________________________________

3. be in attendance several reason (restricted environment, law, otherwise institutional situation) so as to would

   Avoid an autonomous accountant beginning performing arts an inspection of your institute?

   Yes: _ (clarify)     No: ___