

Pradhan Mantri VanDhan Yojana

Promoting Tribal Enterprise through
Value Addition, Branding and Marketing of Forest Produces



Book Keeping & Accounting – PMVDY

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Ministry of Tribal Affairs, Government of India
New Delhi

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Book Keeping & Accounting at SHG & VDVK Level - PMVDY

In order to develop project at community level the Van Dhan SHG members will have to be trained on books of accounts. While we know that, bookkeeping and accounting is an essential part of any business, SHGs and Van Dhan Kendras under this program is also no different. A book keeper has to be appointed at SHG and at Van Dhan Kendras to swiftly manage the transaction.

Importance of Book-keep:

1. To record all the transactions of the Van Dhan SHG and Van Dhan Kendras in a continuous manner for enabling the members to understand them.
2. Decisions taken by the group will be known to all the members from time to time and will promote them to take right decisions
3. Bookkeeping will help in assessing the financial status of the group like member's savings, loans, attendance, group fund, recovery percentage etc.
4. It will help in building confidence and unity among the members of Van Dhan SHG and Van Dhan Kendra
5. It will promote institutional development by increasing the credit worthiness of the of both Van Dhan SHG and Van Dhan Kendras.
6. It will enable groups and Van Dhan Kendras to monitor its performance.
7. By good Book-keeping arrangements the scope to attract outside resources like Bank and other agencies will get accomplished.
8. Good Bookkeeping arrangements will create transparency of its transactions to its members leading to strengthening the sustainability of the group
9. Bookkeeping will help in rating of the Van Dhan SHG and Van Dhan Kendras performance

Who can be a book keeper?

A Bookkeeper is either a literate member of the SHG group or an outsider engaged by the SHG group or Van Dhan Kendras. She/He writes all the transaction and minutes of the meeting of SHG group and Van Dhan Kendras during the ongoing meeting. A bookkeeper will be hired by the SHG group/Van Dhan Kendras and will be paid monthly remuneration from the earnings of the same. The Bookkeeper shall be from the community and shall be available to attend all the meetings

Books of Records

The details on books of accounts is divided into two sections A & B. While section "A" contains the formats important to Van Dhan SHGs, section "B" has formats and details of documents important for Van Dhan Kendras.

Section A

1. **Minutes book** is a book that reflects all the transactions, discussions, processes and progress of the Group on a weekly basis

Meeting No...
Meeting Date:..... Meeting Day :..... Meeting Time:.....
<ol style="list-style-type: none">1. Name of SHG2. Name of Village:3. Meeting Place:4. Name of Member Presiding over the Meeting:5. Total No. of Members in Meeting:6. No. of Members attended the Meeting:
Agenda of the Meeting:
<ol style="list-style-type: none">1. Prayer: Prayer will help the member to settle in and concentrate the in the meeting2. Introduction: Each member shall introduce herself3. Attendance: When the members introduce themselves, the bookkeeper will record the attendance4. Review of the last Weekly Meeting decisions: The Bookkeeper will read out the decisions of the previous meeting and the group will review the following items:<ol style="list-style-type: none">a. Fines to be collected from the previous meeting absentees and latecomers,b. Loan instalments to be collected from defaulters of the previous meeting,c. Previous meeting savings not paid by members if any,d. Purchase of assets through the loans disbursed in the previous meeting,e. Asset verification report on the loans by the non loanee members,f. Remittance particulars of cash balance of previous meeting in the bank account, handing over the previous meeting cash balance to the presiding member of the present meeting.5. Collections of Savings: The Presiding member will collect the individual savings from all the members and the Bookkeeper will record the transactions6. Repayment of Loan7. Fines & Penalties8. Sanction of New Loan

9. Receipts & Payment

"Total amount received in today's meeting Rs..... a total payment made is Rs.....

Cash in Hand:

Cash in Bank:

Total:

Details of receipts and payments mentioned in Page No..... of Cash Book"

10. SHG Bank Transaction: The group will discuss about the bank transaction and recorded in

the minutes book as per following-

Current deposit in the SHG Bank Account is Rs..... It is decided in today's meeting that

Ms..... Will deposit Rs..... in the bank account before (Date)

11. Any other issue to be discussed

(Bookkeeper to read the minutes of meeting before taking signature from the attendees)

Signature of Bookkeeper

Signature of President

Signature of Members

2. Attendance Register: Records members presence or absence in an SHG/Van Dhan Kendra meeting, also provides information on regularity of the same.

Format for SHG Attendance Register:

Name of Member	No. of attendance till last month	1st Week Meeting	2nd Week Meeting	3rd Week Meeting	4th Week Meeting

3. Saving Ledger records the savings of the group members and reflects the contribution corpus from every member's weekly savings.

Format for SHG Saving Ledger:

Name of Member	Saving till last month	Saving in 1st Week of the month	Saving in 2 nd Week of the month	Saving in 3 rd Week of the month	Saving in 4 th Week of the month
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4. Loan Ledger records the transaction of the group related to credit taken by members and their repayments. It provides information on each members loan details (purpose and instalments).

Format for SHG Loan Ledger:

Name of Member	Date of Sanction of loan	Purpose of loan	Sanctioned loan amount	No. of Instalments
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5. Cashbook is the primary book of all SHGs. It shows the cash in hand as well the cash in bank. It has all the details about the amount of cash received, payments made and the balance left in a particular period. The bookkeeper shall write the cashbook during all the meetings, recording all the transactions like savings, fines, loan repayments, amount withdrawn, loan sanctioned etc, opening balance and closing balance. After writing the cash book the bookkeeper will make entries into the loan ledger, passbook, general ledger etc.

Format for the Cashbook

Date	Receipt				Payment							
	Particulars	Ledger/Folio no.	Receipt	Cash	Bank	Total	Date	Particulars (Payme)	L/F no.	Voucher	Cash	Bank

6. General Ledger has all the information that is needed to prepare financial statement. It is a complete detailed record of all the transaction. The general ledger should include the date, description and balance or total amount for each account. It contains a debit and credit entry for every transaction recorded within it, so that the total of all debit balances in the general ledger should always match the total of all credit balances. If they do not match, the general ledger is said to be out of balance, and must be corrected before reliable financial statements can be compiled from it. The general ledger is also known as the book of final entry

Sub heading in the General Ledger with formats:

1. Members Savings

Name of SHG				Village:		
Sl no	Date	Particulars	No. of meeting	Page No. of cashbook	Amount (in Rs.)	Total Amount (in Rs.)

2. Internal Loan of members

Name of SHG:								Name of Member:						
Description of Sanctioned Loan:								Description of Received loan						
Sl. No	Date	Particulars	No. of meeting	Page no of	No of Loan	Amount (in Rs.)	Total Amount	Sl. no	Date	Particulars	No. of Meeting	Page No. Cash	Amount (in Rs.)	Total Amount
Total loan					Amount (A)			Total Amount Repaid (B)						
Total Outstanding amount (A-B)=								N. of outstanding loanee						

3. Interest on loan

Name of the SHG:											
Deposit of Interest							Outstanding Interest				
Sl. no	Date	Particulars	No. of meeting	Page no. of cashbook	Amount (in Rs.)	Total Amount	Sl. No	Date	Particulars	No. of Meeting	Amount (in Rs.)
Total Amount of interest received							Total Outstanding Interest				

4. Interest on bank saving account

Name of SHG				Village		
Sl no.	Date	Particulars	No. of meetings	Page no. of cashbook	Amount (in Rs.)	Total Amount (in Rs.)
Total Interest Received from bank				Total Amount		

5. Loan Received from Bank

Name of the SHG:															
Details of Bank Loans								Payment Details of Loan							
Sl. no	Date	Particulars	No. of meeting	Page no. of	No. of Loan	Amount (in Rs.)	Total Amount	Sl. no	Date	Particulars	No. of Meeting	Page no. of	No. of Loan	Amount (in Rs.)	Total Amount
Total Loan			No.s		Amount (A)			Total Paid Amount (B)							
Total Outstanding principle (A-B)															

Section B

1. Minutes Register

Meeting No...
Meeting Date:..... Meeting Day :..... Meeting Time:.....
<ol style="list-style-type: none"> 1. Name of VDVK 2. Name of Village 3. Meeting Place/Venue 4. Name of Member Presiding over the Meeting: 5. Total No. of SHG enrolled in VDVK: 6. No. of SHGs attended the Meeting: 7. Total No. of members in VDVK: 8. Total No. of members attended the meeting: 9. Agenda of the Meeting: 10. Prayer 11. Introduction 12. Attendance of SHG & Members 13. Review of the last Meeting decisions 14. Collection of Savings Collection of Loan instalments 15. Receipts and Payments

- 4. VDVK Pass Book:** PassBook gives the details of no of Loans taken by Village Organization Number of Loan instalments, to be repaid, over dues if any, loan balance etc

Instalment Number	Repayment Schedule		Over due up to previous month		Current month demand		Amount to be repaid including over due		
	Due Date	Principal Amount	Principal	Interest	Principal	Interest	Principal	Interest	Total
1	2	3	4	5	6	7	8	9	10

Amount Collected During the Month				Over due		Out standing Loan Balance	Cash Book Page No.	VO Leaders Signatures	
Date	Principal	Interest	Total	Interest	Principal			President	Treasurer
11	12	13	14	15	16	17	18	19	20

- 5. Asset Register:** All the asset in the VDVK has to be marked with identification number and have to be recorded in the register with the details such as purchase date, cost price, location/issued to etc.

Asset no/ID	Particulars	Model no	Unit	Purchase date	Cost Price	Issued to	Remarks
ID no. marked by VDVK	Which firm supplied, bill no, date	In case given by the manufacturer	Number of unit			Issued to whom	Any comment

- 6. Stock Register:** All the consumable items received / purchased have to be recorded in stock register at the time of receipt and issue to avoid mis-utilization. The stock register has to be properly index with contents and different pages for different item.

Name of Item:						
Date	Description	Received	Issued	Balance	Receivers' Signature	Stock in charge signature

7. General Ledger

Sl. no	Head of Account	No. of Pages Allotted	
		From	To
	Share Capital Account		
	Membership Account		
	VDVK CIF Account		
	Interest Received		
	Interest Paid		
	Bookkeeper honorarium		
	VDVK rent		
	VDVK Members Travel expense		
	Miscellaneous		

Name of Account:					
Date	Particulars	Cashbook Page no.	Receipt Amount	Payment Amount	Balance Amount

9. Saving Ledger:

Name of SHG Village		Name of VDKK GP		Month Block	
Date	No. of Group meeting	Page no. of Cash Book	Total savings till last month	Weekly savings	Total Savings
1.					
Signature of President :					