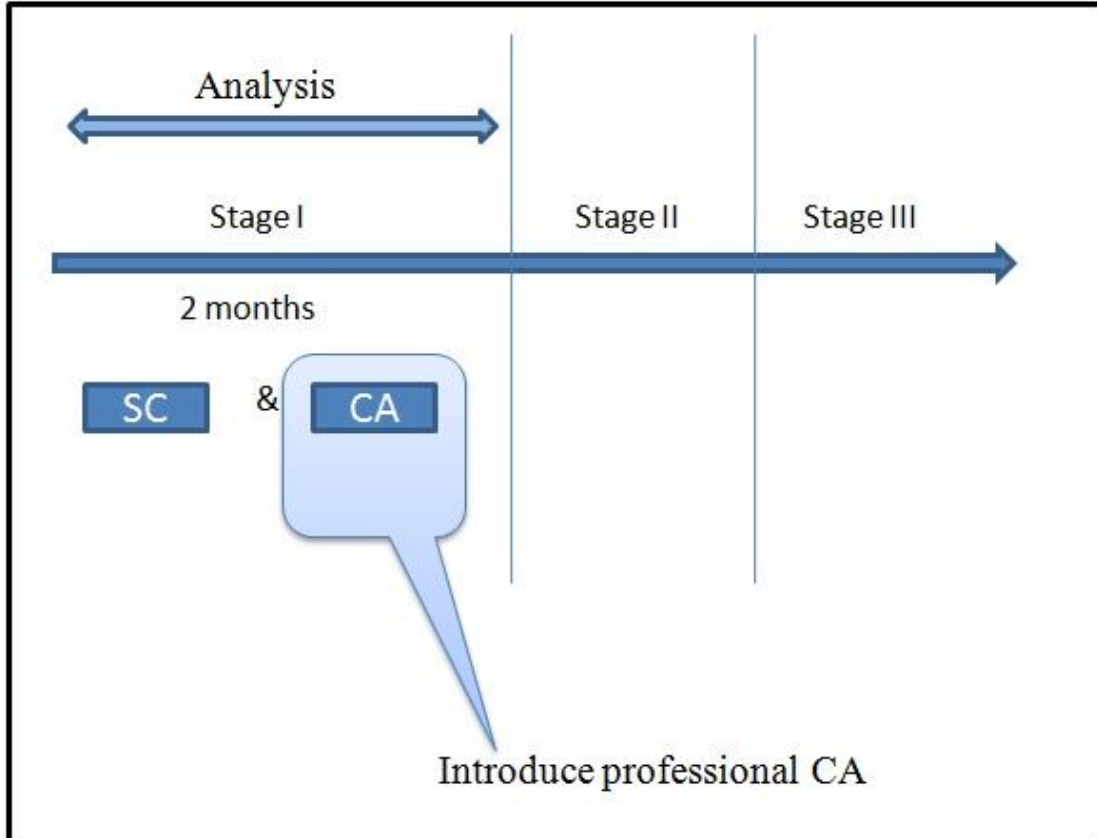


Chartered Accountant



Introduction:-

Chartered accountants provide trustworthy information about financial records. This might involve financial reporting, taxation, auditing, forensic accounting, corporate finance, business recovery and insolvency, or accounting systems and processes.

They work in many different sectors which includes student fee structure and other financial management.

A Chartered Accountant is skilled at solving your financial issues. He has the vital role to play in finance department of your school. School Chartered system will give you yearly reports and to analyze them and create a report on that will be a job of Chartered accountant. Especially when business is good, it's tempting to assume that your accountant has everything under control. But many accountants focus primarily on filling out quarterly tax returns without really tracking the performance of the underlying business. Most successful business owners



understand that if they really want to manage their business, they need to get comfortable with the fundamentals of accounting. We have an in-house staff of experienced and dedicated professionals to support you and your tenants. From your first contact and continuing through our long relationship, it is our aim to listen to your concerns and questions, resolve the situation quickly and with a minimum of interruptions. We do whatever it takes to complete the job in a cost effective and timely manner with your full involvement in the process. Your investment is our priority.

Role:-

- Analyze the existing financial system.
- Preparation of annual budget
- Audit the SUVA-UDAY Education project.
- Provide monthly financial reports: balance sheets, income/expense statement, disbursements and payables
- Generate reports for your tax accountant for tax preparation
- Bill and collect assessments/rents
- Process invoices and pay vendors
- Advise, plan and schedule capital improvements
- Manage loan procurement process
- Recommend improvements to maximize your property's income potential through feasibility studies.
- Tenant screening and credit check
- Continuous management of financial systems and budgets of school.
- Undertaking financial audits (an independent check of school's financial position)
- Providing financial advice to school.
- Liaising with investors and providing financial information and advice
- Reviewing the school management systems and analyzing the risk



- Performing tests to check financial information and systems
- Maintaining accounting records and preparing accounts and management information for school.
- Advising school on business transactions.
- Advising school authorities on areas of school development, or dealing with insolvency.
- Detecting and preventing fraud.
- Dealing with any financial irregularities as they arise.
- Producing reports and recommendations following internal audits.
- Preparing financial statements, including monthly and annual accounts.
- Preparing financial management reports, including financial planning and forecasting.
- Advising on tax and treasury issues.

Accountancy and tax services

The Chartered Accountants are entrusted with substantial responsibility under various legislations such as compulsory audit of the all companies, banks, stock brokers, big income-tax assesses, large bank borrowers, etc. This shows the confidence and trust reposed by the Government and society in the profession. The society has increasingly recognized the services of CAs in the entire gamut of management consultancy services including management accounting, management information and control system, international finance information technology and financial services sector. The types of functions generally performed by the Chartered Accountants are quite varied.

Some of the important ones amongst them are listed below:

1. Accountancy: The writing up of accounts and the preparation of financial statements from the simplest receipts and payment Accounts of a small club to the complex and detail accounts of large public limited companies.

2. Auditing: The purpose of auditing is to satisfy the users of financial Statements that the accounts presented to them are drawn up on Correct accounting principles and that they represent a true and fair view of the state of affairs.

3. Taxation: The assessment of taxes is closely linked to financial Accounts. The Chartered Accountant with his experience in accounts is in an advantageous position to prepare the returns



for tax purposes, represent assesses before the income tax authorities and render general advice on taxes to his clients. The services of CA may be requisitioned by the tax department for auditing taxation cases with large revenue potential.

4. Cost Accountancy: A Chartered Accountant is equipped to provide information on costing for the guidance of management, introduce cost control methods and assist the management in determining appropriate selling prices.

5. Special Company Work: The services or advice of Chartered Accountants are frequently sought in connection with matters such as the formation, financial structure and liquidation of limited companies.

6. Investigation: Chartered Accountants are often called upon to carry out investigation to ascertain the financial position of business house for the purpose of issue of new shares, purchase or sale or financing of business, finding out reasons for increase or decrease of profits, reconstruction and amalgamations.

7. Executors and Trustees: A Chartered Accountant is also often appointed executor under a will or trust in order to carry on the administration of the estate or settlement.

8. Directorship: Many members of the Institute who hold senior positions in industry and commerce are also directors of their companies.

9. Companies Secretarial Work: As a Secretary, the Chartered Accountant is an important link in the management chain.

10. Management Accounting: The Chartered Accountant's service is utilized in a variety of ways like formulation of policies, control and performance evaluation.

11. Share Valuation Work: A Chartered Accountant undertakes the valuation of shares of public and private companies at the time of amalgamation or reorganization.

12. Other Activities: Other duties undertaken by a Chartered Accountant includes those of an arbitrator for settling disputes specially those connected with insolvency work such as the preparation of statements of affairs and the duties of a trustee in bankruptcy or under a deed of arrangement.