



Connecting Trust Finance Standard Operating Procedure

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(This can be reviewed and updated every 6 months)

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Trustee

CONNECTING TRUST
PAN NO. AAATC8344F



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About Connecting Trust



Connecting Trust is a volunteer based, listening service in Pune, established in 2005 by Mrs. Arnavaz Damania, that aims to prevent suicide by-

1. **Offering emotional support** to those feeling low, distressed, and/or suicidal
2. **Capacity building** within high risk, low income communities to enhance their ability in responding to distress and suicide.
3. **Creating awareness** about suicide amongst various demographics thereby reducing the stigma associated with it.

Connecting's mission of saving lives is driven by four strong programs:

1. **Distress Helpline Program (DHP)**- A non-judgmental, non-advisory, confidential and anonymous listening service for those feeling stressed, distressed and/or suicidal. Emotional support is provided via three mediums -
 - Telephonic service (daily 12 pm - 8 pm),
 - Distress email facility for those who prefer writing
 - Walk-In Facility for those who prefer face to face conversations
2. **Suicide Survivor Support Program (SSP)**- An outreach program that provides emotional support to survivors of suicide along with their families, via
 - Telephonic- SSP TESSS
 - Hospital visits
 - Community visits.

Connecting also focuses on building support groups within resource poor communities to augment self-reliance when dealing with distress and suicide.

3. **Peer Educators Program (PEP)**- A year long program that equips adolescents (ages 12-14) in schools to-
 - identify their distress and develop coping strategies to tackle it
 - thereafter identify distress in their classmates and respond to it adequately and involve relevant stakeholders such as the counselor, parents and teachers, thus, developing an ecosystem of support
4. **Awareness Program**- A one touch program that educates diverse vulnerable communities, online and offline, customized to their need, regarding mental well being and coping with emotional distress.



Connecting's Team comprises-

- **Volunteers and Mentors-** individuals who freely offer to take part and drive Connecting's Programs
- **Employees-** Executive Director, Program Coordinators, Administrator and Accountant
<https://connectingngo.org/about-us/leadership-team/>
- **Board of Trustees and Advisory Board Members-** An appointed or elected group of individuals that has overall responsibility for the management of an organization.
<https://connectingngo.org/about-us/leadership-team/>



Finance Standard Operating Procedure Connecting Trust

Payments:

1. Payments for Sundry Expenses
 - The Petty Cash amount on a monthly basis has been set at INR 10,000- 15,000. This amount will be budgeted for by the 25th of each month by The Admin Executive. Upon doing so, the Admin Executive will receive said amount on the 1st of every month.
 - Any excess Petty Cash needed during the month can be obtained by the Admin Executive on authorisation received from the Treasurer/ Trustees, via the ED.
 - The Admin Executive may spend upto INR 2000 for a single payment at their discretion. Any expenses over and above such amount may be made after written approval (via cash memo) by the ED.
 - The Admin Executive must make an entry in the Petty Cash Template, and forward such template to the Treasurer at a monthly interval, to obtain an approval for the amount expended along with approval to withdraw the balance necessary to maintain a petty cash balance of INR 15000 at the beginning of the subsequent month. (Approval must be obtained via electronic communication)

2. Reimbursements to Staff
 - Reimbursements to Staff will be made only after submission of original invoices along with receipts to the Admin Executive.
 - The Admin Executive has the discretion to provide Staff with reimbursement immediately on submission of invoices. However, for reimbursements over and above INR 2000, the Admin Executive must obtain approval of the ED via electronic communication.
 - The Staff must be provided reimbursement via the Petty Cash.
 - The Admin Executive must enter the details of the reimbursement in the Petty Cash Template.
 - Travel Reimbursements will be provided on the basis of distance (for project allowances, the shorter of the distance between the Staff's home or the Connecting Office and the project site will be taken). The Staff will be required to submit a Travel and Expense Voucher to the Admin Executive with the number of kilometres travelled. The reimbursements for Two Wheelers would be at INR 5 per km and for Four Wheelers at INR 10 per km. Cabs will be reimbursed as per the invoice.



3. Payments for Program Expenses and Capital Expenditure
 - The ED must submit a monthly indent via electronic communication to the Treasurer/ Trustees for any Programme related expenses,, as well as any money to be expended for Capital expenses (ie. Purchase of Assets, major Repairs, etc.)
 - On approval of the Treasurer received by the ED via electronic communication, the Admin Executive must make payment via Net Banking/ Cheque only.
 - Invoices must be stored and brought to the notice of the Finance Executive immediately. The Finance Executive must sign the Invoice in order to mark official receipt.

Receipts:

1. Funding for specific Projects:
 - The ED and Program Coordinator are responsible for coordination and contact with the Funding Organisation.
 - The Program Coordinator is responsible for the budgeting and spends for their respective projects.
 - On receipt of Cheque/ confirmation of Online Payment, ED notifies Admin Executive and hands over the cheque to the Admin Executive.
 - The Admin Executive must deposit the cheque at the earliest.
 - The Admin Executive must make a covering letter along with the receipt and courier/ communicate via electronic mode. The receipt will be attested by the Admin Executive, whilst the Covering Letter will be attested by the ED.
 - The Covering Letter must be marked to the Trustees.
 - At the end of the programme, the ED in consultation with the Finance Executive shall formulate a Fund Utilisation Certificate.
 - If required, the Fund Utilisation certificate must be sent to a Chartered Accountant for attestation. In other cases, it must be self- attested by the ED.
 - The final attested Fund Utilisation Certificate shall be sent by the ED to the Funding Organisation.



2. Personal Contributions/ Donations:

- The Admin Executive must check the Bank Statement for the receipt of personal contributions.
- On verification, the Admin Executive must issue a receipt to the Donor. They must collect the PAN of such donors before issue of the receipt.
- The receipt must consist of the following
 1. Name of Donor
 2. Address of Donor
 3. Stamp for 80G registration
 4. Connecting Trust Stamp
 5. Signature of Admin Executive
- In case of Cash receipts, they must be marked separately.
- The Program Coordinator must deposit all the cash along with a written acknowledgement of such amount to the Admin Executive.
- The Admin Executive shall deposit all such Cash on a monthly basis, as long as fill the Excel Template with Donor's details.
- The Admin Executive shall write the details of deposits made behind the deposit slip.
- The Excel Template must be sent to the Finance Executive for updating Accounts at sufficient intervals.

3. Third Party Vendors/ Consultants:

- Third Party Vendors will be identified and vetted by the ED.
- The ED at their discretion will choose a Third Party vendor/ Consultant (for a product or service required), based essentially on two factors: Economy and Technical Feasibility.
- The ED will be required to evaluate this decision in writing and maintain for record purposes quotations acquired from various vendors as well as the reason for choosing one vendor over another.
- For goods or services exceeding INR 10,000 per month, the ED must send aforementioned document to the Treasurer and obtain written authorisation.
- Once the Vendor is finalised (in case of capital goods), the admin executive must ensure receipt of goods in appropriate condition, and must make sure all documents (ie. invoice, warranty, etc) have been received. The Admin executive can then make the payment via cheque/ Net Banking only.



- Once the Vendor is finalised (in case of a recurring service), the Admin Executive must send a covering letter including the Terms of Service (ie. Scope of Services, Contract Duration, exclusions, Commencement Date, etc.) along with the consideration promised to said vendor. The Covering Letter shall be signed by the ED as well as the Vendor. A copy must be made available to the Vendor as well.
- Post- Commencement, the Admin Executive must ensure compliance with the Terms of Service.
- Payment to Vendors/ Consultants should be made only after receipt of invoice from them. The Invoice must contain Connecting Trust’s Name, Address, Particulars of goods/ services provided and the period of service.
- The Finance Executive must be provided such invoices to ensure completeness of Accounting. Payments to Vendors/ Consultants should not be accounted as “Salaries”.
- The ED must make sure to evaluate the quality of services received vis-a-vis the consideration paid at sufficient intervals, and provide such feedback to Vendors/ Consultants.

Allocation of Common Costs:

- Core Staff Salaries and Remuneration to Consultant will be paid from Connecting Trust’s own account, considering the person is appointed for Connecting Trust. The human resource cost will be allocated to the concerned project on the basis of:
 1. **Fixed Salary Basis:** The Salaries will be allocated to the project under the committed budget for human resources in case the person has been designated for such specific project activities. The allocable amount will be determined on the basis of actual salary being paid or committed budget whichever is lower.
 2. In case of short term assignments, the human resource fee might be determined on basis of following negotiable rates:

Resource (Designation)	Rates (Per Month in INR)
Executive Director	55,000 - 70,000
Program Coordinator	20,000 - 30,000
Support Staff	5,000 - 10,000

Amendments:

- Any amendments to the existing procedure shall be made by the ED on authorization by the Trustees on a half yearly basis.