

## **Finance Manual**

### **Outline India Research Private Limited**

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#### **1. Purpose**

This manual outlines the **financial management framework** of Outline India to ensure **transparency, accountability, and statutory compliance** in all financial activities, including procurement, budgeting, payroll, reimbursements, and vendor payments.

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#### **2. Scope**

Applies to all staff, consultants, vendors, and finance-related operations of Outline India.

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#### **3. Key Financial Policies**

##### **a) Budgeting & Planning**

- Annual and project-level budgets are prepared and approved by management.
- Budgets align with donor/client requirements and are monitored quarterly.

##### **b) Procurement & Payments**

- All vendor and consultant payments follow a three-step verification: invoice, approval, and bank transfer.
- A minimum of two quotations are required for high-value procurement.
- Payments are made via bank transfer only; no cash transactions are permitted for amounts above ₹10,000.

##### **c) Invoicing & Receipts**

- All outgoing invoices are generated with GST details where applicable.
- Tax-compliant receipts are issued for incoming payments.

#### **d) Payroll & Statutory Compliance**

- Payroll is processed monthly with all applicable deductions (TDS, PF, ESI).
- Outline India complies with the **Income Tax Act**, **EPF Act**, and **ESI Act**.
- TDS is deposited monthly, and Form 16 is issued annually.

#### **e) Reimbursements & Advances**

- Staff reimbursements require valid, original receipts and pre-approval for travel.
- Project advances are reconciled within 15 working days of utilization.

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### **4. Accounting Practices**

- Accounts are maintained using standard accounting software (e.g., Tally or QuickBooks).
- Books are closed and reviewed quarterly; audited annually by an external CA.
- Financial statements are prepared as per Indian Accounting Standards.

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### **5. Record-Keeping & Retention**

- All financial records (bills, receipts, bank statements) are retained for specific years.
  - Digital backups are maintained on secure, access-controlled systems (e.g., Google Workspace).
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## **6. Internal Controls & Reviews**

- Segregation of duties is maintained between finance, project, and admin teams.
- Periodic internal reviews and donor audits are conducted to ensure compliance.

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## **7. Ethics & Anti-Fraud Measures**

- Bribery, fraud, or financial misconduct will result in disciplinary action.
  - Whistleblower mechanisms are available for staff to report concerns confidentially.
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