



## St. Xavier's College (Autonomous), Mumbai

### FINANCE POLICY

St. Xavier's College (SXC) has traditionally offered graduate and postgraduate degree courses in the Humanities and Sciences. A little more than a decade ago SXC introduced self-financed degree and post-graduate courses as offered by the affiliating university, viz., Mumbai University. Since the turnover in rupee terms has increased significantly over the years, the need for a finance policy was felt and the same has taken shape as under:

#### Revenue Receipts

- RR.1. Tuition fees as far as is possible is received either by way of Bank Cheques, Demand Drafts, NEFT or Credit Cards. The college works closely with Large Banks who also provide us with updated technology. This enhances the quality of service to our stakeholders and helps in account reconciliation.
- RR.2. Daily collections of various types of fines and fees (other than Tuition or Exam fees) are to be deposited in the Bank on a weekly basis, or whenever necessary, fortnightly.
- RR.3. Money obtained from various sources such as the canteen, sale of journals, etc., is to be accounted for in the Trust accounts.
- RR.4. Receipt Books and Vouchers are to be printed with carbon counterfoil and used for every transaction.

#### Revenue Payments/Expenditure

- RP.1. All payments of Rs. 2500/- and above are to be made by Cheque/DD/Bank transfer and a receipt is to be obtained. All payments can simply be made against authorized documents. (i.e. relevant voucher / Bills / Cash Memos / Tax Invoice). Sometimes, though, payments will have to be made against a pro forma invoice.
- RP.2. Tax deduction at source (TDS) and GST should be done wherever necessary. Relevant details like the PAN number, GST number, etc., are duly obtained and stored for further reference.
- RP.3. Bank accounts are to be jointly operated by the Treasurer and Rector (both being Jesuits). Any of the signatories can draw the funds.
- RP.4. Advances given to Departments are to be settled within 15 days. If for some reason they lapse, then somehow such advances are to be closed before the end of the financial year.



### **Capital Receipts**

- CR.1. Donations received from well-wishers, alumni and corporate bodies are received into the Trust Accounts and the same are duly receipted and an 80G certificate is issued to the donor, along with a thank you note.
- CR.2. Grants from the UGC and other Government sources are duly accounted for, and the funds are placed in a separate bank account. Other compliances as required are adhered to.
- CR.3. Grants received from private donors are placed in the Trust accounts and requisite compliances are followed.

### **Capital Expenditure/Development And Maintenance**

- CE.1. Purchase of expensive equipment is vetted by the process of an invitation of quotations from potential suppliers, and then a purchase order is issued (the size of such expenses are approximately 5 lakhs and above)
- CE.2. Any civil work project, e.g., the setting up of a new computer lab, which will alter the capacity of an existing course or facilitate the start of a new course will again go thru the due process.
- CE.3. For all the unforeseen major projects such as construction, purchase of land, major repairs and maintenance, the approval of the Governing Body of the Trust is mandatory. Prior to submission to the Governing Body, the proposed project along with the estimate is to be approved by the local community and sent by the Local Manager for the approval of the Provincial Superior. All matters relating to development shall be as decided by the Governing Body.

### **Investments**

The funds which have been generated as surplus over the years are invested as per the guidelines of the Charity Commissioner, Mumbai. The funds are allocated and placed as Fixed Deposits in Scheduled banks. Some portion of the investible surplus is parked in Mutual Funds as directed by the Charity Commissioner of Mumbai.

### **FCRA**

The college Trust maintains an FCRA account with Corporation Bank as per the guidelines of the FCRA Act. Investments of surplus in the account are made only in Fixed Deposits, in strict compliance with the provisions of the Act. Annual accounts are audited and sent to the Ministry of Home Affairs, Delhi. The annual feature of FC3 is also duly filed within the due date.



## **Budget**

- B.1. A budget for the following year is to be presented by the Treasurer / Trustee to the Governing Body. The Provincial Superior and the Province Treasurer, after discussion, may approve the same. This shall cover the purchase of all recurring and non-recurring items. Amounts pertaining to the budget of the Senior College for recurring expenditure such as maintenance of infrastructure and other facilities are presented to the Principal.
- B.2. The Finance committee which is headed by the Principal of the college meets with the Representative of the University on at least three occasions during the year, especially to pass the budget of the Senior College.
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