Annexure 2a: Pehchan – Financial Systems Strengthening Guide for CBOs

- Generating transactions (through incomes and expenditures)
- Basic book-keeping and maintaining the records of incomes and expenditures
- Planning and budgeting
- Maintaining book of accounts
- Registration as a Society/Trust/Non-profit Company
- Opening of a bank account
- Applications to Income Tax Authorities for:
  - Permanent Account Number (PAN)
  - Tax-deduction Account Number (TAN)
  - Getting charitable status under Sections 12AA and 80G of the Income Tax Act
- Auditing of accounts by appointing an external auditor
- Preparation of annual report of the organisation
- Submission of annual returns to the Registrar of Societies/Registrar of Companies
- Submission of annual returns to the Income Tax authorities
- Application for FCRA registration (after completion of 3 years) + Opening of separate bank account
- Submission of FCRA annual returns

Source: SAATHI