

FINANCE & ACCOUNTS DEPARTMENT

OBJECTIVES

The background of the slide is a solid teal color. In the lower half, there is a faint, semi-transparent image of two hands shaking, symbolizing agreement or partnership. The hands are rendered in a lighter shade of teal, creating a subtle watermark effect.

PRIMARY OBJECTIVES

- 1- To record all financial transactions of the Hospital
- 2 -To maintain all statutory financial records of the Trust
- 3 -To prepare monthly Income & Expenditure statement
- 4 -To prepare annual Income & Expenditure statement and Balance sheet
- 5 -To consolidate the accounts of all units of the Trust and prepare the I&E and B/S statements.
- 6 -To get the accounts audited and certified by the statutory auditor

SECONDARY OBJECTIVES

- 1.To liaise with Tax authorities
- 2.To liaise with Banks
- 3.To prepare & send annual Reports of AMRF to gov.authorities
- 4.To prepare & send annual Reports of RAIEB to gov.authorities
- 5.To regularly scrutinise the accounts of other Branches
6. To maintain all project accounts and preparing monthly progress
Report
7. To Maintain PF records-Recovery & Remittance
- 8.To workout Income-Tax on salary,recover &remit
9. To file annual Returns on all concerned

DEPARTMENT'S HEIRARCHY

SECRETARY

ADMINISTRATOR

Manager-Finance

Manager-Accounts

Accounts officer

Senior Accountant

Accountant

Cashier

PROFILE OF FINANCE & ACCOUNTS PERSONNEL

N.Shanmughasundaram, B.Com.-Manager Finance
C.Arumugam –B.Com.,F.C.A.,PGDLAL.

R.Velumani , B.com.,

C.Narayanasamy,

N.Ratna sabapathy, B.Com.,

V.Rama, B.Com.,

N.Marimuthu, B. com.,

Manager-Accounts

Accounts officer

Senior Accountant,

Cash Accountant,

Cashier

Accountant

GENERAL FUNCTION

- 1.It takes care of all financial & Accounting activities
- 2.Revenue collections are received from 8 counters by 5pm every day
- 3.Accounts are fully computerised in all Hospitals
- 4.Revenue Reports are prepared once in a month
- 5.Madurai holds the supervisory control for all Branches
- 6.Trust Accounts consolidated at the year end and get audited