

Books of Accounts Registers to be maintained in CHS

As per Bye Law No. 141 following Books of accounts, registers and other records to be maintained in society office.

1. The Register of Members in 'I' form prescribed under Rule 32 of the MCS rules 1961.
2. The List of Members in 'J' form prescribed under Rule 33 of the MCS rules 1961.
3. The Cash Book,
4. The General Ledger,
5. The Personal Ledger.
6. The Sinking Fund Register.
7. The Audit Rectification Register in 'O' form, prescribed under the MCS rules 1961.
8. The Investment Register.
9. The Nomination Register.
10. The Society / Members Loan Register/Mortgage Register.
11. The Minutes Book for the meetings of the Committee of the Society.
12. The Minutes Book for the meetings of the General Body of the Society.
13. The Property register and furniture, fixtures and office equipment.
14. The Structural and Fire Audit Register and Lift Inspection Record
15. The Register of Nominal Members (Tenant occupant)
16. The Register for Active Members

The Society shall maintain separate files for the following subjects Bye - Law 142

1. Applications for membership.
2. Applications for associate membership.
3. Applications for nominal membership.
4. Letters of resignation of membership including associate and nominal membership.
5. Applications for transfer of shares and/or interest in the capital/property of the society.
6. Cases of expulsion of members.
7. Nominations made by members including revocation thereof.
8. Separate file for correspondence entered into with each member.
9. Correspondence with the Registering Authority.
10. Correspondence on property taxes including Non-agricultural taxes.
11. Correspondence on water charges.
12. Correspondence on electric supply.
13. Correspondence about conveyance of the property.
14. Agreements, Contract deeds with papers connected thereto.
15. Approved plans of construction and correspondence thereon.
16. Application for exchange of flats.

17. Correspondence about allotment of flats.
18. Applications for allotment of parking spaces and stilts.
19. Vouchers, along with the bills relating thereto arranged in order of entries in the cash book and the journal.
20. Counterfoils of challans for credits of amounts into the bank, arranged in order of dates of credits.
21. Counterfoils of cheques issued.
22. Counterfoils of share certificates.
23. Applications for duplicate share certificates.
24. Application for registration of the society, the copy of the bye-laws and amendments thereto.
25. A certificate of registration fully framed.
26. Counterfoils of receipts of carbon copies of receipts issued by the Society.
27. Counterfoils of bills of carbon copies of bills for the society's charges.
28. Correspondence about loan received and property of the society mortgaged.
29. Notices & agenda of the meetings of the general body of the society.
30. Periodical statements of accounts prepared by the society.
31. Committee's annual reports on the working of the society.
32. Audit memos received from the Statutory Auditors, with rectification reports thereon.
33. Audit reports received from Internal Auditors, with recertification reports thereon.
34. Notice and agenda of the meetings of the Committee.
35. Papers pertaining to the election to the Committee.
36. Complaint from members and correspondence thereof.