

QUESTIONNAIRE FOR CNI-SBSS PARTNERS / DBSS

1. Name of the organisation and year of registration as a Society or Trust.
2. Details of Income Tax (IT) and FCRA registration.
3. Number of Board members/trustees and tenure. Number of women on the Board.
4. Number of general members.
5. Details of FC Bank account. Whether separate FC project Bank account has been opened for SBSS project ?
6. Details of authorised signatories of the Bank accounts.
7. Details of fund received, utilised and balance available under the supported project under current phase.
8. Details of the report, statements and information required to be submitted to SBSS.
9. Whether Books of Accounts maintained manual or computerised ?

10. List of Books of Accounts & subsidiary register maintained.

11. Total number of staff and employee welfare schemes implemented (if any)

12. Name, qualification, years of service and salary of Finance Staff (if any) ? Detail of capacity building initiatives, if any.

13. Percentage of SBSS Project fund to overall funds mobilized.

14. A note on fund requisition and transfer of fund from SBSS. Are the current processes satisfactory ?

15. Was loan from domestic sources or other projects taken for the SBSS programme anytime during the project period ?

16. Has any asset been created out of SBSS project ? If so, give detail.

17. What is the method/basis used for allocating/sharing common expenses to SBSS project (eg. Telephone charge, Rent paid for the office, water & electricity charge etc..)

