



## FAQs

Category Co-Operative Housing Societies ▼

SubCategory Record to be maintained by the society ▼

### 1 Which record book is necessary to be kept by the society?

Under bye-law No. 140 the following record is necessary to be kept by the society.

1. Member record book – I form (under rule 32 of the co-operative Law)
2. Members List – J form (Under rule 32 of the Co-operative Law)
3. Cash Book
4. General Ledger
5. Personal Ledger
6. Property Registrar
7. Share Registrar
8. Sinking Fund Registrar
9. Record of Rectification in audit faults.
10. Investment register,
11. Nomination Register.
12. Loan Register (If a member has taken loan from financial agency and through the society and its recovery is made to the financial agency through the society.
13. Mortgage deed register (if property is mortgage)
14. Record book of the minutes of the managing committee meeting.
15. Recorded book of the minutes of general body meeting.
16. Deposit register (If deposit is given for utilization of electricity, supply of water, telephone etc.)
17. Dead stock register(furniture fans, tube lights, cupboard etc., office furniture)
18. Record book of the book
19. Allotment record book in respect of allotment of flats/ galas.

In addition the society can maintained additional record books as necessary for neatly compilation of record by taking decision in the managing committee meeting and approval of the general body meeting for the convenient of office and administration.

### 2 What is a procedure for getting audit of the Society?

It is legitimately obligatory to get audit as per resolution passed by the general body meeting by the certified auditor from the certified auditor panel approved by the Co-operative department.

### 3 Whose responsibility it is to give record to the Auditor?

Since it is the responsibility of the Secretary of the society to keep the record up to date, therefore the responsibility to make available record to the auditor is entrusted with the secretary of the society.

### 4 In which language the minutes of the society should be written?

It is necessary to write the minute of the society in Marathi, English or Hindi language.

### 5 Whose responsibility it is to keep the record of the society up to date?

If Society has not entrusted this responsibility to someone else by making resolution by the committee than the responsibility to keep the documents like society's record, accounts book falls on the Secretary of the Society. It is presumed that society's record is also in possession of the Secretary.

### 6 What is a procedure for getting audit of the Society?

:It is legitimately obligatory to get audit as per resolution passed by the general body meeting by the certified auditor from the certified auditor panel approved by the Co-operative department.

### 7 Which files of documents are necessary to kept by the society?

1. all type of membership application.
2. Transfer of membership application.
3. Application of resignations of the member.
4. Application in respect of expelling form membership.
5. Nomination application (correspondence with member –member wise)
6. Correspondence with Dy./Additional Registrar.
7. Correspondence with various machinery (water, electricity etc.)
8. Document regarding property conveyance.
9. Correspondence regarding repairing /Tenders, bills etc.,
10. Application and correspondence regarding transfer of Flats.
11. Correspondence regarding allotment of flat.
12. Correspondence regarding allotment of parking place.

13. Vaucher.
14. Counter file of the bank's challan
15. Counter file of the cheque and share certificates
16. Correspondence regarding issuing of duplicates share certificates.
17. Registration Certificate  
with Dy./Asst. Registrar regarding amendment in the bye laws.
19. Counter file of the carbon copy in receipt book.
20. Copy of the bill issued to the members.
21. Correspondence in respect of the loan if taken.
22. General Agenda of the society.
23. Annual working report of the managing committee.
24. Audit report
25. Rectification report of the audit and correspondence in that regard.
26. All types of agenda / Notices.
27. All Record of the election as per election rules.
28. Correspondence with the Dy. /Assistant registrar in respect of the complaints of the members, reply given to them.
29. Correspondence with advocate of the society.
30. Bill and receipt of the legal fees given by the advocate.
31. Original file submitted at the time of registration of society.
32. Judicial claims filed by the society or against society and its papers.

#### **8 To whom the responsibility of the day to day management of the society is entrusted?**

The day to day management of the society is entrusted to the managing committee constituted after elected legitimately.

#### **9 By where signature the bank account of the society is operated?**

The bank account of the society is operated by joint signature of Secretary, Chairman, and Treasurer Resolution is passed in that respect in the Managing Committee.

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