

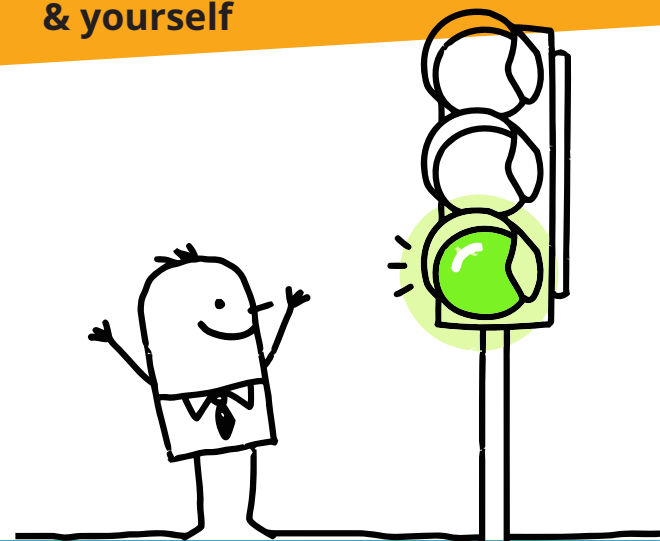
Great Accounting Practices

Manifesto For Your Business - FY 15-16



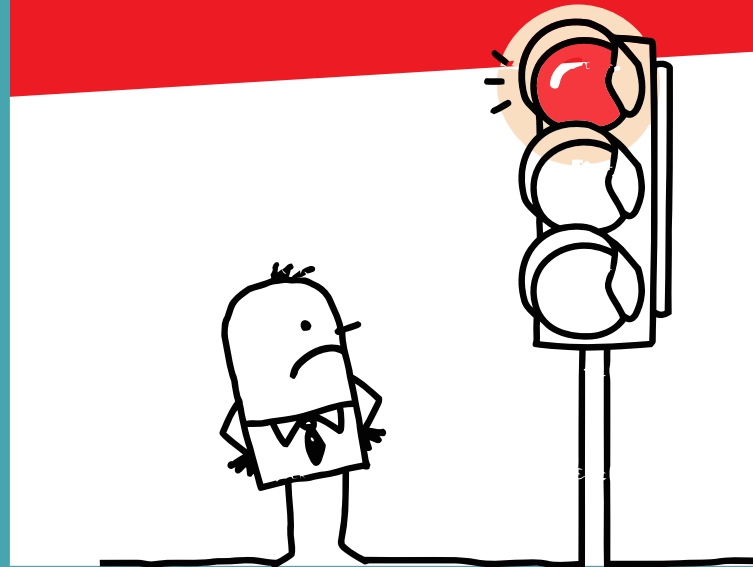
Good Behaviour

- ✓ Spend 4-6 hours/month on Company Finances / MIS
- ✓ Follow Systems, Procedures, Rules put in place by Relativity
- ✓ Regularly review receivables
- ✓ Limit Overspending / Major deviations from Budgets
- ✓ Reward yourself with a Fixed Sum (Salary) every month
- ✓ Set Financial goals for company & yourself



Bad Behaviour

- ✗ Impulsive Expenditures
- ✗ Payments without Bills / Invoices
- ✗ Payments / Expenses in Cash+
- ✗ Personal expenses on Company ATM/Debit/Credit cards
- ✗ Withdrawing Cash from Company Account ++
- ✗ Having too many bank accounts



Must Do items

- ! Forecast
 - a. Income & Expenses (M,Q,A)
 - b. Statutory Payments (TDS, PF, ESI, PT, ST, VAT, IT)
 - c. Funds for Business Expansion
 - d. Cash Flows (M,Q,A)
- ! Help keep a nice & clear General Ledger
- ! Stop mixing company & personal finances
- ! No D-I-Y approach for everything
- ! No Firefighting - Pay before due dates



Your Rewards

- Time & Focus on business growth
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- Fewer "No-Cash" situations
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- Better Cash Flows & Profitability
-
- Better Credit Scores
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- Peace of Mind
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