**CUTICON KN/ MID-CUTICON FINANCE**

**Dr.Narendra Kamath**

1. Generating a PAN Card is mandatory. The same should be done a year in advance, and is to be done in the name of the conference, and not in the name of an individual. Signed by at least five TOP office bearers of the CUTICON
2. Conference account is opened a year in advance in the name of the conference, in a recognised scheduled bank. The same should have core banking and RTGS facilities. Signatories to the account should be - The President, Organising secretary and Treasurer. Signatures of all 3 are essential for operational reasons; some banks may permit any 2 signatures from the 3 signatories.
3. Appointment of anauditor and not a tax consultant is essential. Request to the auditor is best done to appoint an assistant to help in maintenance of day book/ ledger and a journal, and also filing of bills/ receipts. Auditor fees are paid in cheque form against a receipt.
4. All transactions are done in ‘bill-cheque-receipt’ format. Cash transactions are best avoided. In case of incidental expenses, the voucher should be signed by the Org. Secretary/ President and immediately entered in the day book. Incidental expenses are kept at the bare minimum to increase transparency.
5. Conference registration fees are best finalised at the KN Conference GB. Discourage spot registrations. Cheques received for registration are acknowledged through receipts on immediate basis. Cash payment registrations at the Spot registration are acknowledged through issuance of a receipt immediately.
6. Conference bill is best raised at least a year in advance, and forwarded to KN Branch. The same should be accompanied with a request for seed money ( AMOUNT Rs….. ) from the state branch.
7. Travel deals are done through the Travel/ Accommodation committee. In case of manpower shortage, a travel agency/ Hospitality agency may be appointed, and a MOU needs to be done regarding sponsorship from the agency. Buying of hotel rooms and reselling to Pharma Co.’s is avoided to avoid financial complications.
8. Sponsorship amount of Pharmaceutical companies is done as per existing rules. Amount is best brought in through RTGS, and acknowledged through the receipt. ( A minimum amount to be fixed for a stall size of 3 x 3 mts), if bigger stalls are required the amount may be charged proportionately
9. Registration is mandatory for all delegates including the state office bearers (Except president , president elect, Hon. gen. Secretary and treasurer who will also be paid travel expenses and accommodation at the venue). The same may be waived off in case of National President, Secretary, Invited speakers and any dignitaries.
10. Sponsorship from local business houses, friends, political parties, money lenders, banks, other specialities, and local IMA branch is avoided. Such deals dilute the calibre of academic sessions, reduces the bonhomie amongst dermatologists, and also destroys the serenity of a dermatology conference. A conference is an in-house activity, and not a mela/ funfair.
11. A certified balance sheet with necessary accompaniments like the auditors certificate and a schedule is submitted to KN branch President and the State Finance Cmte President within 3 months of conduct of conference both in hard and soft copies format. The same should be signed by the President, Org. Secretary and the Treasurer.
12. Twenty percent of all CUTICON collections (including registration amount, industry sponsorship, stalls and others shall be deemed to belong to KN IADVL branch and shall be mandatorily credit to IADVL KN. Any surplus beyond this will be shared on 50-50% basis between the local sister society and KN IADVL.
13. Receipts/ bills should be available for scrutiny by the financial committee for clarifications. The same are maintained by the local society for 7 years for any possible scrutiny by the income-tax dept.
14. The state treasurer maintains the balance sheets in 2 separate files earmarked CUTICON and MID-CUTICON after collecting the same from the State President duly endorsed. The same files are handed over to the new Treasurer during the change of office ceremony.