



ASIAN BUSINESS SCHOOL

FINANCE POLICY

YEAR 2024-25

FINANCE POLICY

Governing Authority	Board of Governors
Responsible Officer	Chief Financial Officer
Approval Date	17th Feb 2024
Effective Date	1st April 2024
Revision Period	To be reviewed every year

Financial policy and Procedure for the financial year 2024-2025

The purpose of this policy and procedures is to ensure that institute maintains and develops systems of financial control which conform to the requirements of good financial management. It is essential that these systems operate properly to meet the requirements. The policy also covers other finance related policies such as depreciation, reserves and investments.

College has defined the responsibilities of each person involved in the administration of finances to avoid the duplication or omission of functions and to provide a framework of accountability.

The governing body has overall responsibility for administration. The main responsibilities of the governing body are

- Agree the long-term financial objectives for the institute
- Ensure that the grants received are utilised for the purposes intended
- Approval of the annual budget
- Approval of changes to the establishment
- Ensure a Scheme of Delegation is in place
- Ensure assets are managed
- Ensure accurate accounting records are maintained
- Ensure the budget monitoring statements are a true and accurate record on income and expenditure
- Approval of the annual accounts.
- Initial review and authorisation of the annual budget and any material changes
- Regular monitoring of actual expenditure and income against budget
- Appointment of External auditor.
- The financial responsibilities are being properly discharged
- Resources are being managed in an efficient, economical and effective manner
- Sound systems of internal financial control are being maintained
- Review that bank reconciliations have been carried out each month
- Review of monthly payroll to ensure that any changes have been appropriately authorised and agreed
- Check sample orders to delivery notes and invoices to ensure that the documentation is complete and has been appropriately checked and authorised.
- Check of sample payments back to invoices, orders and delivery notes to confirm they are bona fide purchases.

- Review a sample of expense claims to ensure the appropriate documentation to support the claim and that the claim is appropriately authorised.
- Carry out spot checks of petty cash balances and supporting vouchers
- Bank reconciliation statements are prepared on all bank accounts on periodic basis for variance check and control
- Review all major contracts and ensure formal tender procedures exist and are being followed.

Mechanisms to monitor effective and efficient use of financial resources

Before the commencement of every financial year, the director submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the board of governors.

College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non-recurring expenses like equipment purchases, furniture and other development expenses.

The expenses are monitored by the accounts department as per the budget allocated by the management.

Sources and Application of funds

Sources of Funds

The following are the major sources of funds:

- Fees from the students.
- Sponsorships and donations.
- Consultancy fees
- Loans from Financial Institutions.
- Other sources as the Management may identify and approve from time to time.

All funds received shall be deposited into the designated bank accounts of ABS.

Application of funds

The following are the important areas for applicable of funds:

- Payment of salary to the Teaching & Nonteaching Staff.
- Operating expenses including administrative, student acquisition and finance Expenses.
- Expenses on library Resources
- Capacity Development (Placements, RDC activities, EDIC activities, other events and activities, etc.)

- All other expenses relating to education delivery and assessments.
- Expenses related to staff welfare events
- Capital expenditures

Any other expenditure as the Management will authorize from time to time.

The audit report is sent to the management for review. Any queries raised by the auditor are timely addressed by the management.

Financial and administrative powers delegated to the Director, Heads of Department and relevant in charges.

Director ABS is endowed with financial and administrative powers on account of its established office and in turn delegates to the Heads of Department and relevant faculty in charges with authority to execute allotted administrative responsibilities and associated financial allocations.


Table 2.1.2.2.2 Administrative and Financial Power

S.No	Name	Designation	Administrative Power	Financial Power
1	Mr. Akshay Marwah	CEO	Annual Budget Approval, major strategic decisions related to various functions and areas of the institute	Any Amount
2	Dr. Lalitya Vir Srivastava	Director	Power to formulate policies and procedures, nominate functioning committees, and allot budgets for utilization to carry forth its operations and governance	Amount upto Rs. 1 CR per annum
3	Mr. Gurdeep Singh Raina	Director Admissions	Decisions related to admissions process, travelling, educational fairs, etc	Amount upto Rs. 20 Lac per annum
4	Mr. Saurabh Sharma	Director Branding & Planning	Decisions related to advertisements, brand building of the institute	Amount upto Rs. 20 Lac per annum
5	Dr. Shweta Batra	Dean Academics	Decisions related to RDC activities, Classes, faculty requirements, weekly events, annula events, books, FDP, etc	Amount upto Rs. 10 Lac per annum
6	Mr. Sumit Rastogi	Head Examinations	Decisions related to conduct of examinations, result declaration, material required for examinations, grade sheets, transcripts, etc.	Amount upto Rs. 5 Lac per annum

7	Mr. Ravi Sharma	Dean CRC	Decisions related to placements, trainings, guest lectures, LEAD series, Liasoning, etc	Amount upto Rs. 3 Lac per annum
8	Mr. Ashwani Kumar Gupta	CFO	Disbursement of the approved financials	Disbursement of the approved financials



Chief Financial Officer


04/01/2024

Director