

The Secretary / Chairman,

Dear Sir,

This is to introduce ourselves as **Accounting & Management Consultants** providing total solutions in **Co-Operative Housing Societies** under one roof. We undertake **Total Management of the Societies** and provide consultancy services as required by our clients. One of our branches is "**Society Management**" wherein the services provided are as per the requirements of the Society (as per Bye Laws and provisions of The Maharashtra State Co-Operative Act – 1960). Few of our services are listed below:

Society Management Services

Management:

Management of all society records and statutory books as per bye laws. Drafting of notices, minutes of the meetings, correspondence with members, maintaining member wise records. Supervision of all day to day activities, including Housekeeping, Security, Plumbing, Electrical Work etc. Maintenance of Log Book for staff. Schedule of day to day Maintenance.

Accounts:

Raising of periodical bills on members. Writing of books of accounts on a monthly basis and submitting cashbook along with bank reconciliation statement, and receipt and payment account. Liasoning with the Auditor during Statutory audit of the books of the Account. Submitting any member's statement or any such other report as and when required.

We at **Laksh** believe in developing long lasting relationship based on **Trust and Faith**, as we know that a successfully managed organisation is the key to our success. It is a known fact that it is economical to hire professional consultants and personnel and advisable too.

Society Management:

- To provide part / full time Manager to look after day to day affairs of the Society as per your requirement.
- To maintain flat wise files of each member, and, all records as per statutory requirements (as required by by-laws).
- To Send Monthly / Quarterly outgoing bills as per your requirement, and to collect outgoings from the members and issue proper receipts.
- To maintain Society's Bank Accounts (including depositing cheques, handling of fixed deposit receipts etc.). Maintaining Accounts Books.
- To draft notices of the meetings and writing of the minutes of the meetings.
- To correspond with the members, registrar and other Agencies (as and when required)
- To prepare MIS report/s as and when required by the office bearers of the society.
- To look after & supervise the entire Administrative operations.
- To make payments of various utility bills (Energy, Telephone, Property Tax, Water Tax)
- To supervise Staff and other agencies including Security and Housekeeping.

We at **Laksh** will greatly appreciate if we are given an opportunity to present ourselves and explain in person the services which we at **Laksh** can provide, to make your society one of the Best Managed Societies.

Thanking you,

Yours truly,

For **Laksh Accounts & Consultancy**

Manish Vasant Kajale

Proprietor

Mumbai dated _____



A/201, Hitendra Niwas, Pannalal Ghosh Marg,
Malad (West), Mumbai - 400 064.
Mob.: 9322722078 / 8286002078
E-mail : lakshaccounts@yahoo.com
Website : www.lakshaccounts.hpage.com

Accountant & Consultant for Co-operative Societies • Tax Matters • Society Registration • Bldg. Conveyance • Property Consultation

To,
Secretary / Chairman,

Dear Sir,

I thank you very much for your enquiry regarding billing / accounts services, and am pleased to furnish the details of our services.

The Services will include:

Raising of periodical bills on members. Writing of books of accounts on a monthly basis and submitting cashbook along with bank reconciliation statement, and receipt and payment account. Liasoning with the Statutory Auditor during Statutory audit of the books of the Account. Submitting any member's statement or any such other report as and when required.

Our service charges for above mentioned services will be Rs. **40/- per member per month** for monthly billing & **Rs. 35/- per member per month** for quarterly billing.

The following works are under taken on extra charges: -

- a. Filing of quarterly E-TDS return. @ Rs. 1500/- per quarter.
- b. Filing of Income Tax return.
- c. Maintaining & updating of Statutory Registers as per the provisions of the Bye-Laws.
- d. Online application for Society Registration Rs. 2000/- one time. Filing of Mandatory Returns Rs. 2000/- per year.

I hope all the requirement of the Society is fulfill with the above services if not please let me know and I will provide the same.

Thanking you,

Yours faithfully,

For Laksh Accounts & Consultancy

Manish Vasant Kajale

Proprietor

Mumbai dated _____