

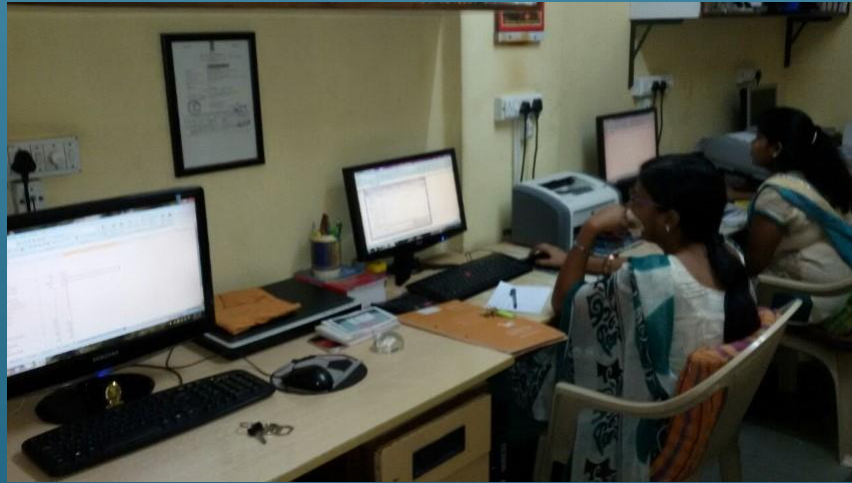



Sai Accounting Services

Housing Society Accounting & Billing Service


Office No.15-B Shiv Sai Apartment, Panchpakhadi,
Opposite Saraswati English Medium School, Thane (West) 400602
Telephone +91 22 25426902 Mobile No. +91 9892287678
Email saiaccounting100@gmail.com

Housing Society Accounting Work





Monthly Preparation of Maintenance Bills & Receipt

- - Maintenance Bills & Receipt
 - - Maintenance Bills & Receipt Statement
 - - Members Arrears Statement
 - - Income & Expenditure Statement
 - - Collecting and Depositing of Maintenance Cheques
 - - Updating of Society Bank Pass Book
- 



Facility for Secretary



Facility No.1 - Web based service for viewing Member Ledger

This facility is available only for Secretary.


The Secretary can view and print all or any of particular Member's Maintenance Bill, Ledger & Arrears List, for current & previous years.



Facility No.2 - Web based service for viewing General Ledger

This facility is available only for Secretary.

The Secretary can view and print all or any of particular General Ledger, Cash-Bank Book & Trial Balance, for current & previous years.





Facility for Member

Facility No.1 - Web based service for viewing Member's Ledger & Bill

This facility is available for Member.

The Member can view and print his own Maintenance Bill & Ledger, for current & previous years.

Facility No.2 - E-mail facility for sending Maintenance Bills & Receipt

This facility is available for Member.

This facility of sending bills through mail is very helpful for speedy recovery of maintenance. The Members will receive

-for more info...

List location or contact for competitive analysis (or other related documents)

Key Features

- Free Trial for 2 months - Accounting Services
- Viewing Members Bill, Ledger, Arrears List & Member List-Only for Secretary
- Viewing General Ledger, Cash & Bank Book & Trial Balance-Only for Secretary
- Viewing Own Maintenance Bill & Ledger-Only for Member
- Sending Maintenance Bill & Receipt-Only for Member

*Find our
Trial Demo Video
on youtube link
on our website*





Yearly Services : Housing Society Accounting Work

- Preparation of following statements for audit purpose -
Yearly Rs.520/- Per Society (cost of liasoning with the auditor during audit including the cost of printing & conveyance)
- Balance Sheet
- Income & Expenditure
- Member arrears listing
- Fixed deposit
- Trial balance

- Preparation of following books of accounts for audit purpose - Yearly Rs.25/- Per Member (cost of printing & book binding)
- Cash Book & Bank Book
- General Ledger (Assets, Liabilities, Income & Expenditure)
- Member Personal Ledger
- Audit fee will be charged extra as per Government Panel Auditor
- Audit fee will be quote by Auditor only. We provide Government Panel Auditor or Society may appoint the Auditor, as per their choice.

- We also provide consultation and expert opinion for following listed jobs :-
- Determining of maintenance charges as per bye-laws (for newly formed society)
- TDS deduction & filing quarterly return
- Income tax & filing return
- PAN & TAN registration
- Payment of Education Fund
- Submission of 'O' form
- Fixed deposit of sinking & repair fund
- Statutory books (I, J Share & Nomination Register)
- Minutes book
- Election rules & procedure
- Stilt parking rights
- Non-occupancy charges
- Recovery from defaulters
- Flat transfer formalities
- Endorsement of share certificate
- No objection certificate given to flat seller (in case of mortgage)
- Single flat but two agreement or two flats but single agreement
- Provide estate manager part time / full time



Contact us for Cooperative Housing Society Accounting Services in Thane, Mumbai and Navi Mumbai

- *Mr. Yashwant A. Sawant*

- **Sai Accounting Services**

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Visit our Website for more details

www.saiaccounting.net

Thank you.

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