



Sai Accounting Services

Office: 15-B Shiv Sai Apartment, Panchpakhadi, Opposite. Saraswati English Medium School, Thane (West) 400602 Maharashtra

Telephone +912225426902 +912225420082 Mobile +919892287678 Whatsapp +919004432618 Email: saiaccounting100@gmail.com Website: [saiaccounting.net](http://www.saiaccounting.net)

Housing Society Billing & Accounting on Outsourcing Basis

Since 1999 we providing service to more than 100 housing societies in and around Thane city.

Web Based Facility

E-Mail Facility

SMS Facility

Paperless Facility

Monthly Preparation/Print of Maintenance Bills & Receipt with/wihtout GST Forms

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

Monthly Charges Rs.30/- Per Member (inclusive of printing & stationery) This rate is applicable for 50 to 100 members of the society. If the members are more than 100, then the rate will be negotiable & if less than 50 the rate will be considerably more. Optional/Additional Facilities i.e. Web Facility, Email Facility & SMS Facility at extra cost. Initial two month will be on trial basis. If the trial is not as per client's satisfaction, then same will be non-chargeable & no continuous follow up for future business. Hence please do not hesitate for taking trial.

Yearly Services :

Preparation / Print of following statements for Audit

- a) Balance Sheet b) Income & Expenditure
c) Member arrears list d) Fixed deposit Statement e) Trial balance

Preparation / Print of following complete books of accounts for Audit

- a) Cash & Bank Book b) General Ledger (Assets, Liabilities, Income & Expenditure)
c) Member Personal Ledger

We can provide Government panel Auditor. Audit fee will be quoted by the Auditor.

Extra Charges for the following Jobs:

- Submission of Form "O" [Audit Rectification Report] Every Year After Audit
- Defaulter's Arrears Breakup Statement [while action taken against defaulters]

We also provide consultation and expert opinion for following listed jobs :-

- Printing/Issuing of Share Certificate [for newly formed society]
- Recovery from Defaulters
- Endorsement of Share Certificate
- Statutory Books [I, J, Share & Nomination, Sinking Fund, Investment, Dead Stock and Property Register]
- Minutes Book
- Flat Transfer Formalities
- Transmission Formalities
- Non-Occupancy Charges
- Determining of Maintenance Charges as per Bye laws [for newly formed society]
- Fixed Deposit of Sinking & Repair Fund
- TDS Deduction & Filing Quarterly Return
- Income Tax & Filing Return
- PAN & TAN Registration
- No objection Certificate given to Flat Seller
- Stilt Parking Rights
- Election Rules & Procedure
- Provide Estate Manager Part Time/Full Time

Please feel free to contact, in case you need any further clarification or information in this regards at following address / contact Nos.

Accounting Services for Housing Society

Mr. Yashwant A. Sawant

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