



MODULE ON BASIC TRAINING PROGRAMME UNDER NRLM - " STREESHAKTI "

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MESSAGE

The National Rural Livelihood Mission Aajeevikas was launched on 3rd June, 2011 by Government of India to reach out to rural poor households organize them into women SHG (WSHG), enable them to access financial resources improve their livelihood and access their entitlements. To implement this NRLM scheme was launched named “Shreeshakti” in Goa on 19th December, 2015.

This Module on Book Keeping has been designed for Capacity Building of stakeholders, Book keepers of SHGs, GSRLM staff, Community Cadres, Office bearers of SHG's for effective implementation of Streeshakti in the Goa State.

This module has provided with various teaching methods such as Stories, Group Exercises, Focus Group Discussion, Individual Exercise etc, to understand the importance of maintenance of Books and register in SHG's as per the NRLM norms. This will help in achieving self sustainable community institution at the village level.

**Shri. P Mathew Samuel, IAS
(Retd.)
Director General-GIPARD**



PREFACE

Government of India has launched the National Rural Livelihood Mission (NRLM) under the Ministry of Rural Development (MoRD), Government of India on 03-06-2011. The mission aims at creating efficient and effective institutional platform of the rural poor enabling them to increase household income through sustainable livelihoods enhancement and improved access to financial and selected public services.

NRLM puts in place a dedicated and sensitive support structure at various levels. This structure works towards unleashing the innate potential of the poor and complement it with capacities to: deal with external environment, enable access to finance and other resources, and their own institutions at different levels.

Manual on “Basic Training Programme on “Streeshakti” has been developed to help all stakeholders, staff, community cadres, SHG office bearers and members to know the working pattern of SHGs. This is designed to understand the concept, formation, and practices of SHGs. Also, this manual is intended to help in strengthening the SHGs in Goa State.



ACKNOWLEDGEMENT

This Training Module on Book Keeping under National Rural Livelihood Mission 'Streeshakti' is developed for capacity building of Book Keepers of SHGs, Community Resource Persons, Block Resource Person, District Resource Person and GSRLM staff. This will help the SHG's under Streeshakti NRLM to maintain & update their books & register as per the NRLM norms.

The Institute express its sincere thanks to Department of Rural Development Government of Goa for assigning the work of capacity building & training on various aspects under this programme. My sincere thanks to Shri V. N shetye, CEO- "Streeshakti – GSRLM".

Special thanks to our State Resource Person and Shri. Kashinath Naik- CEO - Krishi Sujalam Farmers Producer's- Goa, Shri. Kishor Shirodkar, Project Officers-NCUI-Goa and Smt. Hemashree Gadekar -Lady Mobiliser-NCUI-Goa, for guidance and support to write this module.

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ABBREVAITIONS

NRLM-	National Rural Livelihood Mission
SHG-	Self Help Group
RD-	Rural Development
NGO-	Non Government Organization
GSRLM-	Goa State Rural Livelihood Mission
VLF-	Village Level Federation
PDS-	Public Distribution System
DVA-	Domestic Violence Act
VO-	Village Organization
CRP-	Community Resource Person
CC-	Community Cedar
A/C-	Account
RDA-	Rural Development Agency
SRLM-	State Rural Livelihood Mission
MIS-	Management Information System
RF-	Revolving Fund

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INTRODUCTION

The National Rural Livelihood Mission constitutes a paradigm shift in the implementation of poverty alleviation programmes in the country. The NRLM in Goa was launched on 19th December 2015 as Streeshakti.

Why this training module?

This module for training of Book Keeper will be used across the state and the intensive blocks in particular. This module will orient the existing and new SHGs book keeper. This module will act as a refresher to existing SHG members as well it will be used by the trainers to train the members of the group that will be formed under NRLM in the various blocks in Goa.

Book keeping and record maintenance under NRLM is one of the important sutra among Panchsutra. Every SHG needs book keeping to achieve its goals, to ensure transparency of group transactions and to build confidence among group, Banks and other organizations.

Objectives:

The participants will able be

- To maintain proper records and account books.
- Explain all the records and books of accounts necessary for SHGs.
- List out role of book keeper in SHG

Who can use this training module?

- 1) The State Resource persons
- 2) The SHG resource persons at the block level
- 3) The SHG office bearers and other members
- 4) Master Book keeper
- 5) Community Resource persons
- 6) RD functionaries
- 7) NGOs

Overview on Streeshakti

Resource person will introduce the programme and aim of the programme for Book keeper under NRLM 'Streeshakti'.

Day I

Resource person will explain about concept of SHG, importance of SHGs and features of Streeshakti.

What do you mean by Self Help Groups (SHG's)?

- SHG is a development group for the poor and marginalized.
- It is recognised by the government and does not require any formal registration.
- The purpose of the SHG is to build the functional capacity of the poor and the marginalized in the field of employment and income generating activities.

Why there is need to form SHGs?

Villages are faced with problems related to poverty illiteracy, lack of skills health care etc. These are problems that cannot be tackled individually but can be better solved through group efforts. Today these groups known as Self help groups have become the vehicle of change for the poor and marginalized.

What are GSRLM Guiding Principles

- Poor have a strong desire to come out of poverty, and they have innate capabilities to do so.
- Social mobilization and building strong support institutions of the poor is critical for unleashing the innate capabilities of the poor.
An external dedicated and sensitive support structure is required induce the social mobilization, institution building and empowerment process.
- Facilitating knowledge dissemination, skill building, access to credit, access to marketing and access to other livelihoods services underpins this upward mobility.

What is structure of SHG's?

- 1) SHG member would primarily be a woman .The size of the group could range from 10-15 members from vulnerable households

- 2) Each group will elect 2 or 3 of its members as leaders, and would act as signatories and involve in ensuring regular group meetings, attendance, Accounts, book keeping, etc.
- 3) Each group would evolve a set of norms such as
 1. Membership
 2. Attendance
 3. Saving
 4. Loan
 5. Social development
 6. Leadership
 7. Accounting system
 8. Representation & participation in federation

How SHG will help in development?

- Provide the women a space for collective action, for social and economic development
- Promote self help and mutual cooperation through sharing, learning and acting.
- Inculcate and promote the habit of saving among the poor and use the same to meet the consumption and emergency credit needs to regulate household level cash flows.
- Act as local financial institution to provide a range of financial services for the poor at the door step and leverage resources from bank thus reducing the transaction costs.

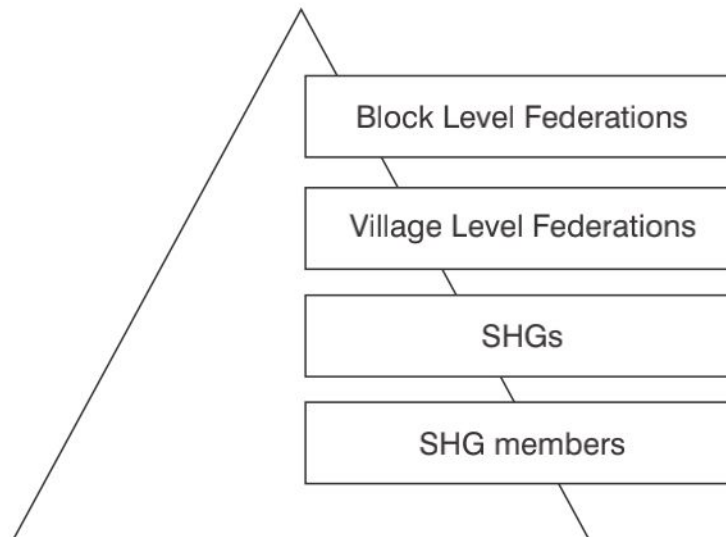
Community Institutional Structure

With the help of Chart and marker facilitator will explain the Community Institutional structure.

Three tier structures would be established: SHGs, Village Level Federations and Block Level Federations.

All SHGs of the village would be brought together to form a village level federations and there after village level federations will be formed at block level federations.

Block Level Federations Community Institutional Architecture



Village Level Federation (VLF):

Brief information on Village level federation should be given by facilitator

Functions of VLF :

Federation would broadly speak on issues related to social (P.D.S, D.V.A, Govt schemes) Financial (credit accessibility, Bank, loans issues etc) and Business (marketing, training income generations achievements)

Resource person will brief on Importance and need for book keeper in the SHG. Book keeping is an important office bearer to make any Self Help Groups (SHGs) successful. Every SHG requires book keeping for evaluating the transactions to all members, to ensure financial transparency of the group and to build confidence among members. Banking agencies requires proper records to assess the status and performance of the SHGs to provide facilities of loan.

Importance, Role and Responsibility of Book keeper under “Streeshakti”

Criteria for selecting Bookkeeper:

A literate member of the group, willing to work as a Bookkeeper, shall be selected.

Qualities and Characteristics of the Bookkeeper:

- Should be member from same SHG and shall be available for all the meetings.

- Should have qualification up to 10th STD.
- Should be good at Arithmetic calculation.
- Must respect women and be loyal to the group.
- Should be patient and service minded.
- Should possess legible hand writing.
- Should not be a relative of the group leaders.

Role of Secretary / Bookkeeper

- To bring all books and documents to the meeting.
- To update the saving-cum-loan ledger for each month.
- To issue and update member passbooks.
- To get the books of accounts audited every month.
- To keep all records safely and produce them whenever required.
- To issue receipts for all cash received.
- During the meeting he has to write the records and read out all the decisions and transactions to all the members of the SHG.
- The bookkeeper has to come to the group meeting before 10 to 15 minutes and
- take all related books from responsible persons and check it.
- Bookkeeper is accountable to the group only.

Responsibility of Bookkeeper

- Take attendance in register
- Start with minutes book
- Write meeting number, date, time and place in minutes book
- Facilitate members to discuss meeting agenda (Agenda points in the meeting)
- Write meeting agenda, which is prepared by the group members
- Ensure that the agenda items are as follows:-
 - Review of the last meeting
 - Loan repayments like instalments and interests
 - Regular savings
 - Fines
 - New loans
 - Other issues

- Write minutes of the meeting topic-wise, as stated in the agenda
- Write the savings details in members individual passbooks and ensure leaders' signatures in the individual passbooks.
- After meeting, read the minutes of the meeting and present financial statement of the group
- Write general ledger, transaction book based on minutes book.
- Take the signature of participating members, leaders and visitors in the minutes book
- Submit the books to the group leaders
- Bookkeeper's primary responsibility is to write all group related books and applications.

Does and Don't of Book keeper

Bookkeeper Do's and Don'ts in the group are as follows:-

Do's:

- The bookkeeper shall be present in the meeting, 10 minutes before starting of the meeting
- The bookkeeper will write all the record in the meeting.
- The bookkeeper will read out all the decision and resolution taking in the meeting as per the agenda.
- The bookkeeper will obtain the signature of all the members in the minutes book
- The bookkeeper will hand over all records and register to the group representatives at the end of the meeting
- The bookkeeper has to undergo all the trainings
- The bookkeeper will explain all the records and registers whenever any members asks
- The bookkeeper will prepare SHG minutes of meeting, read out to all the information to the members and handover the report to the president
- The bookkeeper will provide all information to the auditor.
- The bookkeeper will be representative from same SHG's.

Don'ts:

- The bookkeeper should not be involved in the cash transactions of the group

- The bookkeeper shall not influence decision of the group.
- The bookkeeper should not take the records to the house
- The bookkeeper shall not indulge in bad practices like tampering of records, over writing etc
- The bookkeeper should not disclose the group's information, decisions and resolutions to outsiders.
- The bookkeeper should not be biased towards some members.
- The bookkeeper should not record any transactions, which do not take place in the meeting.
- The bookkeeper should not make entries in the records outside the meetings.
- The bookkeeper should not smoke or chew tobacco during a SHG meeting.

Monitoring of Bookkeeper

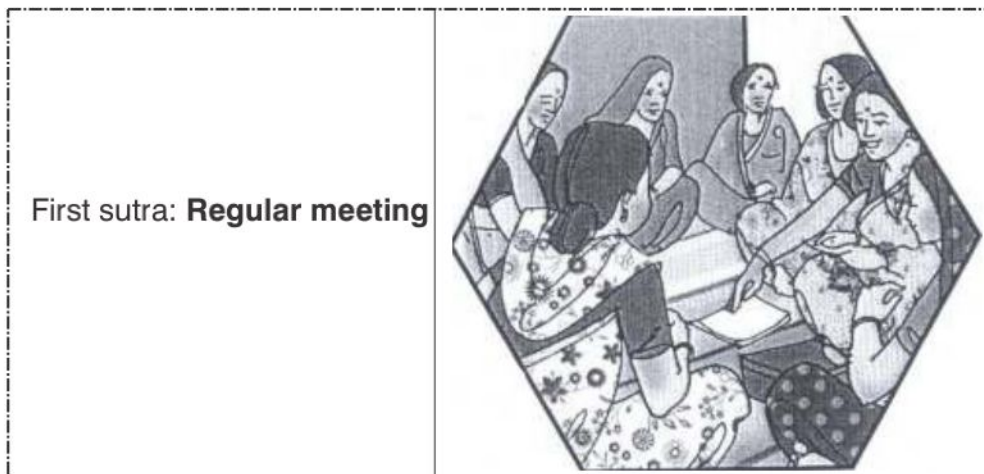
- At initial stage the performance will be monitored by SHG members and GSRLM staff. Assessment of each bookkeeper will be done on quarterly basis.
- Once Master bookkeeper will be deployed at the village level, performance assessment of bookkeeper will be done by master bookkeeper.
- Once VO is formed the review of the bookkeeper will be done by VO in monthly meeting.
- If any Bookkeeper fails to perform the assigned tasks, respective SHG/VO/GSRLM staff will give the suitable advise/support to the bookkeeper for improvement.
- If Bookkeeper fails to do so in two consecutive months, then the concerned SHG/VO/ GSRLM staff will issue a warning.
- If Bookkeeper fails to do so in three consecutive months, SHG/VO/ GSRLM staff should recommend a substitute for then on-performing bookkeeper with an already identified and trained bookkeeper.
- If in case the bookkeeper leaves, the concerned CRP/CC and members should ensure continuity in maintaining the book of accounts, till another bookkeeper is identified.

Concept and Importance of Panchsutra

Topic: Panchasutra.

The facilitator will highlight the following features of Panchasutra.

- 1.Regular meetings
- 2.Regular Savings
- 3.Regular Inter-Loaning
- 4.Timely Repayment of loans
- 5.Update books of Accounts



The Facilitator will discuss and explain each sutra in detail.

Facilitator has to inform that earlier SHG's would conduct monthly meetings, but now there is change in rules. Under 'Streeshakti' old as well as new groups have to organize weekly meetings. The facilitator will explain the importance of conducting meetings regularly.

What are the benefits of weekly meetings?

- Monthly contribution is distributed into small portion of amount.
- If there is requirement of loan immediately in weekly meeting loan is given with everyone consensus.
- Due to weekly meetings repayment of loan can be done. As a result saving will be more in the group.

- Trust among group members, As there will be frequently contact between the members of SHG's due to weekly meeting and members will share their ideas, experience and day to day's activities with each others.

Rules of the meeting

- Every member should participate in weekly meeting.
- Time and Venue has to be finalized as per the needs of the SHG's members.
- Meeting should be organised at SHG's members.
- Meeting venue should be circulated among each members house.
- Whoever house meeting venue is fixed the same member will be president of the meeting and should do all preparation of said meeting. This will help to develop confidence among SHG members.
- If meeting is in community place then president of the meeting will be different.

What are the points to be discussed in the meetings?

- Members' saving with the group
- Total savings in the group
- The interest earned within the group
- Funds received from outside
- Particulars of loans
- Has the loan been properly utilised?
- Repayment
- What is the amount outstanding?
- What are the expenses on the group?
- Is the village facing any problems
- The personal problem of the members
- Awareness about the welfare schemes of the government

Second Sutra: Regular saving



Activity 8:

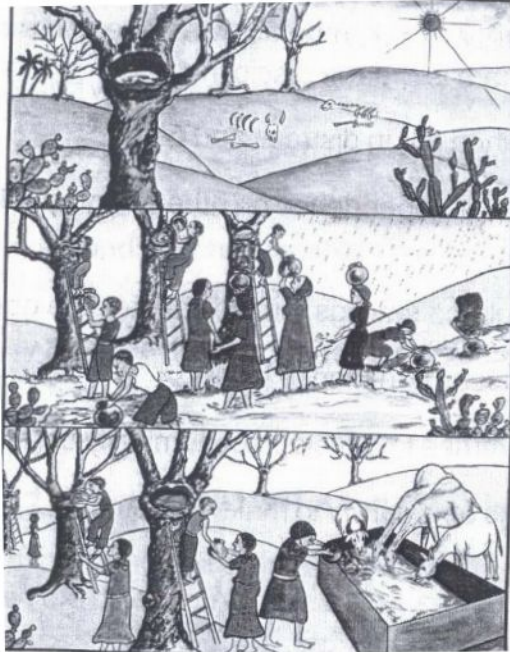
Story “Savings in a Desert”

The Facilitator should show the chart and explain the story

You must have heard of a country called Sudan in Sahara Desert. It is a desert full of sand dunes. The sunshine there, is quite extreme, finding water in this desert is extremely difficult. As a result, the people travel for miles with their families, animals in search of water. People use water with great care, they give importance to water harvesting. Each rain drop is like gold for them.

In the desert you find trees in the shrub. Their trunk is thick with large hollow. The trunks are very convenient for storing water. In rainy season, all people work together to collect flowing water and save it in the tree trunks. All the trees are filled up in this manner. During summer, this water is used to quench the thirst of cattle.

See! How carefully the people of Sahara save water.....



MESSAGE/LEARNING:

The money we save in the Self Help Group is for our sake, our future needs.
 This will be followed by a short discussion.

The facilitator will explain following topics:

- Benefits of Savings
- Personal Saving and Group Saving

Benefits of Saving

- When we decide to save, a good amount of wastage and bad habits are also reduced.
- Our saving rescues us when are in distress and need.
- Because of our saving, our dependence on others is gradually reduced and self-reliance increases.
- Because of the accumulated savings, our social prestige goes up, it increases confidence level

- We can take up govt. Programmes to take up economic activities
- The saved money helps to make investment.
- Because of the accumulated saving, our social prestige goes up, it increases confidence level
- We can take up Govt. Programmes for our economic activities.
- The saved money helps to make investment.

Personal Saving and Group Savings

Personal/individual Savings	Group Savings
<i>Saving alone is very difficult over a longer duration</i>	<i>Saving is done by the group, as a result every member feels responsible for their own savings.</i>
<i>Saving at home is mostly used by other family member whenever they are in need.</i>	<i>Without permission of group, saving cannot be used by any member.</i>
<i>There is no or small amount on interest on saving by individual The money saved by a single person may not be sufficient during the time of need</i>	<i>In group, interest earned is substantial. The savings of all members becomes a good amount. This saving of group can be made available as loan for personal needs.</i>
<i>There is no chance for big investment</i>	<i>The amount saved by group serves as a surety for borrowing money from bank.</i>

Third Sutra: *Regular Inter-lending*



What do you mean by inter lending?

The corpus fund generated through savings will be used to give loan to the members at individual level within the group.

What is the interest rate on inter lending?

The interest rate will be 15% per annum (1.25% per month). The repayment schedule is

finalized before loan processing by the group. This decision should be taken collectively by the SHG.

The facilitator asks the participants the following questions.

If you need a loan whom do you approach?

- Petty loans
- From landlord or money lenders
- Through mortgaging
- Loan from govt. schemes
- Credit card
- Relatives
- Finance company with high rate of interest
- Bank loan
- From boss or owner

What could be the reasons to seek loan?

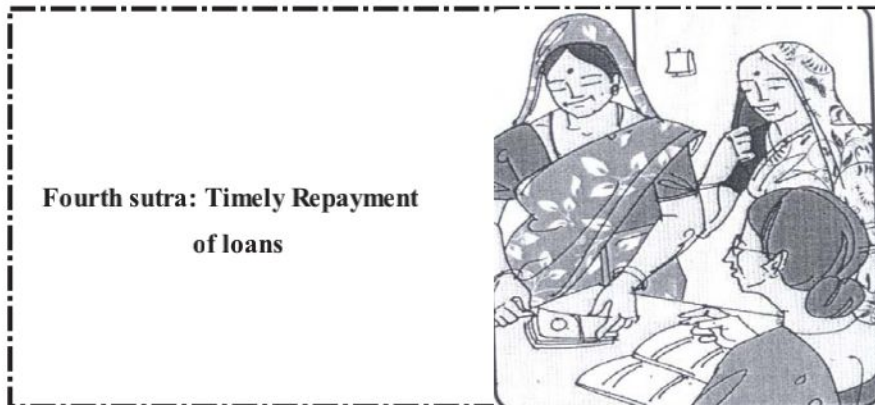
- To pay for sudden causality of Family members / head of family (Sickness/ accident, etc)
- To deal in crisis in lean season.
- To Pay medical expenses
- To avail farm land on lease
- To Invest in farm or business
- To Repair house or construction of house
- To provide Children's education
- Daughter's wedding
- To buy vehicle or consumer durables at home
- To buy seeds, fertilizer and pesticides
- To repay a previous loan

How convenient is it to take loan from SHG?

- Small amounts of loan are available
- Loan is available when needed
- Loan must be available for all needs – daily needs as well as investment needs
- Interest rate should not be exploitative
- Loans must be available without security or mortgage of property
- Interest rate is affordable.

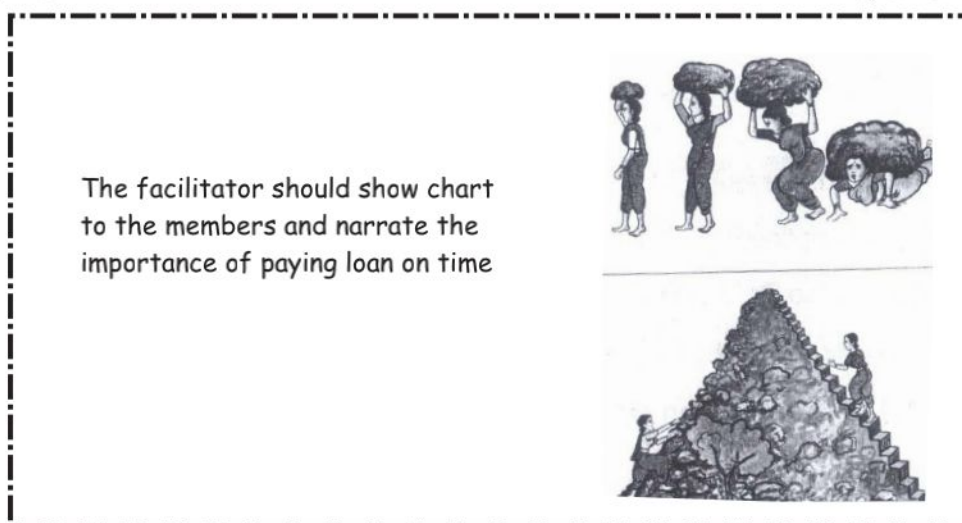
How can repayment of loan be ensured?

In case of wilful default for more than four weeks it is decided to debar the member from availing second loan.
 However, if member still fails to repay loan, it is decided to adjust the saving of the defaulting member against the outstanding loan, besides to take any action if required.
 Second loan will not be sanctioned without paying earlier loan
 The details of loan are written in the pass book and loan ledger and signature of members obtained.



Activity 11:

(10-15 Minutes)

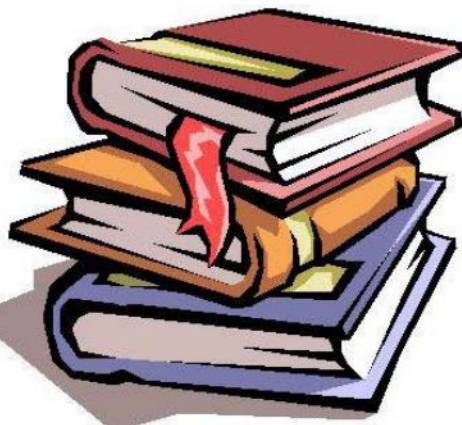


Learning

It is very difficult to pay back loan interest at one time. Many times we have many other requirements due to which we postpone paying the loan installment. Due to interest amount and becomes more than the principal amount (as seen in the chart). That is why we should inculcate the habit of paying loan installments on time in small installments.

Norms of timely repayment

- If a member delays the repayment of the instalment, the group imposes penalty on the members.
- Instalment of repayment should be decided as per the economical conditions of the member.
- If repayment is done on time by member
- It will help to get bank loan because bank will see the accounts and loan ledger book while giving loan to SHG's.



Fifth sutra:
 Keeping books and registers updated

In every organization, it is very important to maintain records of its operations and also the record of its financial transactions. For SHGs, the important operational aspects need to be recorded in their membership and meeting registers. Following are the registers to be maintained by the SHGs.

How to conduct Meeting and meeting proceeding

The facilitator will explain the meeting minutes book with the help of following format:

Meeting minutes book: - Every discussion, saving details, expenditure and loan information should be written in the minutes books. Minute's book should contain

- Introduction
- Attendance
- Review of Previous Meeting minutes
- Collection of Savings
- Collection of Loan installments, interest and other payments
- Receipts & Payments
- Sanctioning of new loans
- Discussion on social issues
- Other issues (if any)
- Recording the minutes & reading
- Signatures of members

Cash book:

Cash book is maintained by the bookkeeper during the meeting, she will record all the transactions like saving, fine, loan, withdrawn from bank including opening balance on receipts side and closing cash balance on the payments side and tally the cash balance.

Receipt payment statement:

The bookkeeper will prepare receipts and payments statement and place it in the meeting for discussion and approval of the members.

General Ledger:

Bookkeeper has responsibility of updating general ledger with head of account. General ledger register also help to prepare receipts and payment statement and income and expenditure statement if necessary.

Loan ledger:

The details of loans to the members will be recorded in the loan ledger indicating loan amount, purpose, no. of installments, interest etc.

Individual pass books:

- The group members will be supplied with individual passbooks where details of saving , loans are recorded.

- Bookkeeper will make entries into the individual pass book.

Importance of up-date of register and books

- If records are maintained properly then to get loan from bank will be easy
- It help for transparency and Accountability in Group
- It builds trust in the group.

MEETING MINUTE'S BOOK

Meeting Minutes book Performa (first meeting of the group)

1.First Meeting of SHG

_____ SHG _____ Village Panchayat meeting held on
 _____ Day _____ Date _____ Time _____ meeting was
 organized.

Following members were present at the meeting.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

At the beginning secretary welcomed the members present and thereafter discussion on below subjects was held

Subject No. 1: To approve the framed rule and norms of SHG

All norms and rules prepared were placed before the meeting and discussed and thereafter following resolution was passed

Resolution No. 1: Resolved that, the rules and norms framed by the SHG are being and hereby confirmed.

Proposed by:

Seconded by:

Resolution passed unanimously

Subject No. 2: Eg. – election of office bearer of SHG

After discussion following decision was taken.

Resolution No. 2: Resolved that, for the year 20____ to 20____ following members are elected as office bearer.

ABC	President
XYZ	Secretary
DEF	Treasurer

Proposed by:

Seconded by:

Resolution passed unanimously

Subject No. 3: To open Saving Bank A/c and operate the same

Resolution No. 3: Resolved that, the Saving A/c of the Group will be opened at

_____ Bank _____ Branch.

Further resolved that the said A/C will be operated jointly by any two among below Office Bearers

President
Secretary
Treasurer

Proposed by:

Seconded by:

Resolution passed unanimously

Subject No. 4: Social and developmental issues.

Swacch Bharat Mission:

Marketing and other issues related to micro credit planning:

Resolution No. 4:

Proposed by:

Seconded by:

Resolution passed unanimously

Subject No. 5: Government Scheme.

Agriculture:

Animal Husbandry:

Social welfare

Tribal Welfare:

Gram sabha decision and topic for discussion:

Resolution No. 5: R.D.A. official will be invited in next meeting to provide information on Scheme.

Proposed by:

Seconded by:

Resolution passed unanimously.

Subject No. 6: Any other Issues with permission of president of SHG.
Resolution No. 6: (If any) _____

Proposed by:
Seconded by:
Resolution passed unanimously

Meeting minutes book
Meeting Minutes book Performa

Meeting No.1

Name of the SHG _____ from _____ Village

Panchayat meeting on _____ Date _____ Day

_____ Time _____ venue is organized.

SHG Members attended meeting are:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

To guide today's meeting of _____ SHG member's _____ were present. Ms./ Mrs. _____ has welcome all the members SHG later on meeting was started.

Topic which are discuss during the meeting.

Subject No. 1: To read and confirm the minutes of the last meeting
Minutes of last meeting held on _____ was read out by Ms/Mrs. _____
and after discussion resolution was placed for approval.
Resolution No. 1: Resolved that the minutes of last meeting held on _____ was hereby
read and confirmed.

Proposed by:
Seconded by:
Resolution passed unanimously

Subject No. 2: Collection of Saving and Expenditure
Details of monthly saving should be placed in front of SHG members
After detailed discussion resolution should be place for approval.
Resolution No. 2: Resolved that, collection of saving and expenditure is hereby approved.

Proposed by:
Seconded by:
Resolution passed unanimously.

Subject No. 3: Sanction of new loans
Following SHG members has applied for loan which was placed for discussion and put up
for approval of all the members.

- 1.
- 2.
- 3.
- 4.
- 5.

Resolution No. 3: Resolved that, loans to the following members approved by meeting
were hereby sanctioned.

- 1.
- 2.
- 3.
- 4.
- 5.

Proposed by:
Seconded by:
Resolution passed unanimously.

Subject No. 4: Social issues and Govt. schemes and programmes:

Following SHG members has applied for loan which was placed for discussion and put up for approval of all the members.

The Facilitator will explain the format of writing minutes of meeting and tell them to do role play on conducting of meeting. And later on minutes of meeting format should be filled by the members as the role played by the participants.

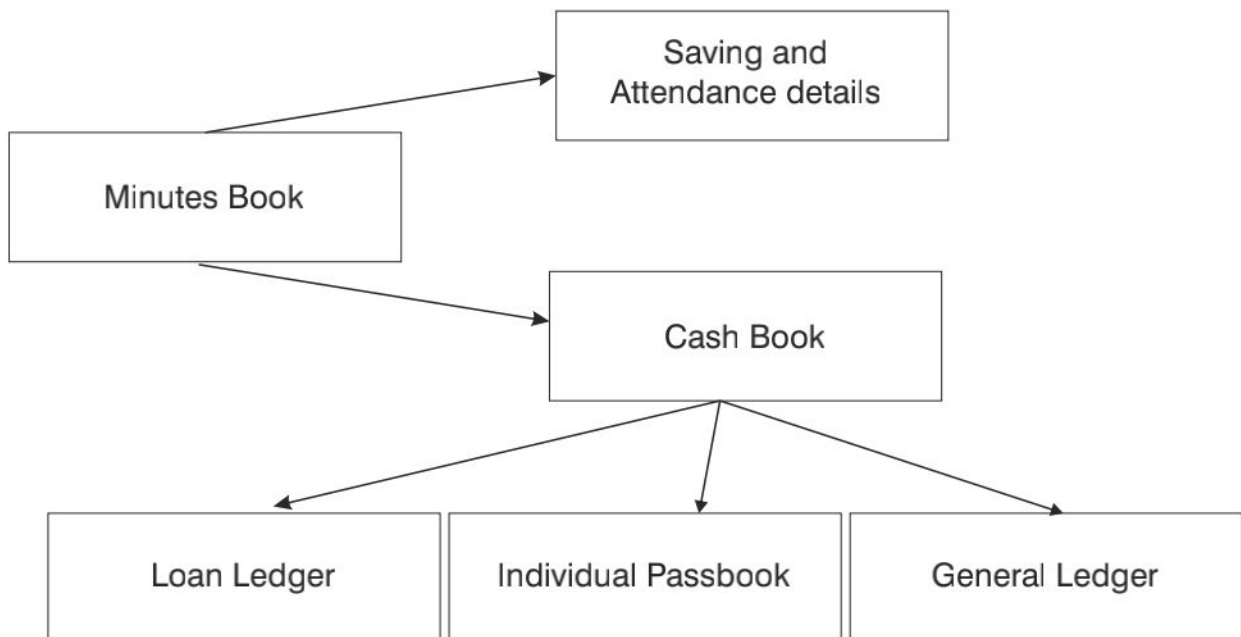
At the end of the day facilitator will instruct participants to bring their books and register for tomorrow's class.

Day II

Introduction to the Registers and Books of Accounts

The first session of second day will start after the prayers. The facilitator will first do recap of day I and starts explaining importance of fifth panchasutra i.e. to maintain books and registers by the SHGs. The facilitator will describe the following flow chart with the help of chart paper. Registers and Records to be maintained by SHG's

Flow Chart



Date: Date of meeting

Opening Balance: Closing balance of last month should be written in Opening balance of current month.

Fee: Amount received for joining the SHG

Saving: Amount collected by individual member

Repayment of Loan: Principal Amt: portion of actual loan amount

Int. Amt: Interest on outstanding loan amount

Interest on Saving: Amount of profit in the form of interest distributed equally among members

CIF : Amount received in the form of Community Investment fund

Fine: Penalty amount for violation of rules and norms

Total saving : Total Amount Saved

Bank Loan and Interest: The loan avail from the bank and interest on saving

Other receipt : Other than the all given heads should be posted in other receipt (Donation, RF, gifts etc)

Total receipt: It includes all the receipts of the group such as fees, saving, loan instalment, interest on loan, CIF, bank loan, bank interest, fine, other receipt, etc.

Date: Date of meeting

Refund of saving : If member is resigning from SHG the total saving saved by member is refunded

Interest of Saving: Profit of the group distributed

equally among the members

Loan given: The amount of loan sanction to the members

Stationary: An Amount spend on purchase of Stationary

Taken Loan: Amount of Loan given to member

Total repayment : includes all the receipts such as fee, saving, loan principal, interest amount, fine and other receipts of the member for that particular month

Total Balance Loan Amount: Loan amount balance remained to be paid

Sign of secretary : Secretary should sign after updating of Passbook.

Travelling expenses: Amount Spend on travelling

Meeting expenses: Amount spend on refreshment, bouquet etc while conducting meeting for guests.

Bank instalment: Amount paid to the bank for repayment of loan

Assets: Purchase of furniture, SHG office etc

CIF: Amount paid in the form of Community Investment fund to member / VO

Other expenses: Expenses incurred other than the given heads

Total expenses: It includes all expenses incurred by the SHG (Loan, CIF paid , Asset, other expenses, etc

Loan Ledger

Name of SHG member _____
_____ from _____ Place _____

Date	Loan Amt	Recovery		Total Received	Balance	Member Sign
		Principal Amt	Interest Amt			

?

Name of the SHG members: The name of the loanee should be mentioned.

Place: Residential place of the member

Date: Date of Issuing loan

Loan Amount: Amount of loan sanctioned

Recovery :

A. Principal Amount: portion of actual loan amount

B. Interest Amount: Interest on outstanding loan amount

Total Received: Total amount of principal and interest amount of the loan

Balance: loan amount remains to be paid

Member sign: signature of the loanee member.

Loan application

_____ Self Help Group.

Loan application:- I the undersigned, resident of _____

_____ would like to apply for loan for domestic/business purpose

(Details of reason) _____ for an amount of Rs. _____/-.

I will repay the said amount along with the interest by _____ month.

Mrs. _____ sign _____ will be the surety _____.

Requesting you to kindly accept my loan application.

1. Full Name:
2. Address:
3. Members saving A/c:
4. Loan Amt:
5. Reason for taking Loan
6. I agree with terms and conditions of SHG's.
7. Signature for elderly person of SHG's

Your's Faithfully

Meeting held on dated _____ group has taken resolution No. ____ that loan amount of Rs. _____ Chq.No _____ dated _____ has been approved.

Date _____ Cheq. No _____ Date: _____

SHG _____

Cash Book

Date : _____

Sr. No.	Name of the member	Entry Fees	Adm fees	Savings	Repayment		Interest on saving	CIF	Fine	Other	Total Saving	Refund saving	Interest on saving	Loan Given	Installment of Bank	Other	Total Expenses
					Principal Amt	Interest Amt											

Monthly Saving _____

Details	Amount	Paise
Admn Fees Member		
Savings Member		
Loan Principal Amount Member		
Interest on Saving..... Member		
Fine.....Member		
CIFMember		
RFMember		
OtherMember		
Other		
Total		
Opening Balance		
Total Balance		

Expenditure details

Details	Amount	Paise
Refund of Saving Amountmember		
Interest on Saving member		
Total loan givenmember		
Bank Installment		
Stationary		
Travelling Expenditure		
Assesst		
Meeting Expenses		
Other		
Total		
Closing Balance		
Total Amount		

SHG: Name of the SHG
Date : Date of the meeting
Name of the member: All the names of the members should be written
Entry Fee: Fees received to enroll as member to the SHG
Admn Fee: fees received from members to incurred administration expenses.
Saving: Amount collected by individual member
Repayment of Loan:
 A. **Principal Amt:** portion of actual loan amount
 B. **Int. Amt:** Interest on outstanding loan amount
Bank Interest : Interest given on the saving by bank
CIF : Amount received in the form of Community Investment fund
Fine: Penalty amount for violation of rules and norms

Other: Other than the all given heads should be posted in other receipt (Donation, RF, gifts etc)
Total receipt: It includes all the receipts of the group such as fees, saving, loan instalment, interest on loan, CIF, bank loan, bank interest, fine, other receipt, etc.
Refund of saving : If member is resigning from SHG the total saving saved by member is refunded
Interest of Saving: Profit of the group distributed equally among the member
Loan given: The amount of loan sanction to the member
Bank instalment: Amount paid to the bank for repayment of loan
Other expenses: Expenses incurred other them the given heads
Total expenses: It includes all expensen incurred by the SHG (Loan, CIF paid , Asset, other expenses, etc

***Note: Monthly saving and expenditure details should be tallied at the end of the meeting as per the heads mentioned.**

Pass Book

Name: _____ Self Help Group
Place: _____ Goa

Individual Pass Book

Name: _____
Age: _____ Occupation: _____
Nominee: _____
Address: _____
A/c No.: _____ Registration Date: _____

Pass Book

Date	Saving	Interest on Saving	Total Saving	Taken Loan	Reason for Loan	Repayment of Loan		Fine	Fees	Total repayment	Total Bal Loan Amt	Secretary Sign
						Principal Amt.	Int Amt					
1	2	3	4	5	6	7	8	9	10	11	12	13

Date: Date of meeting

Saving: Amount collected by individual member

Interest on Saving: Amount of profit in the form of interest distributed equally among members

Total saving: Total Amount Saved

Taken Loan: Amount of Loan given to member

Reason for Loan: Reason should be specified for Loan taken

Repayment of Loan:

A. Principal Amt: portion of actual loan amount

B. Int. Amt: Interest on outstanding loan

amount

Fine: Penalty amount for violation of rules and norms

Fee: Amount received for joining the SHG

Total repayment: includes all the receipts such as fee, saving, loan principal, interest amount, fine and other receipts of the member for that particular month

Total Balance Loan Amount: Loan amount balance remained to be paid

Sign of secretary: Secretary should sign after updating of Passbook.

Practical Exercise on Record maintenance

Facilitator will explain all the formats to the participants and then five groups will be divided to give hands-on practice to fill the formats by giving following exercise to solve.

Exercise I

Opening balance of Laxmi SHG is Rs 10100/-. Meeting held on 24th July 2016 following are the details of saving and expenditure

Details of Saving:

- Saniya: Saving amount is 300/-, Loan amount received Rs 2000/- and Interest on Loan is Rs 40/-
 Sayana: Saving amount Rs 300/-, Loan amount receive Rs 3000/-. And Interest on Loan is Rs 60/-
 Bhakti: saving Amount Rs 600/- and fine collected Rs 10/-
 Usha: Saving Amount is 300/-, Loan amount received Rs 4000/-, Interest on Loan Rs 80/-
 Merry: Saving Amount Rs 300/- fine collected Rs 10/-

Details of Expenditure

- Saniya: Saving interest Rs 1000/-
 Sayana: Saving interest Rs 1000/-
 Bhakti: Saving interest Rs 1000/-
 Usha: Saving interest Rs 1000/-
 Merry: Saving interest Rs 1000/-

Meeting expenses:Rs 500/-

What is the total saving amount of the laxmi in SHG?

Exercise II

Opening balance of Saraswati SHG is Rs 2020/-. Meeting held on 24th July 2016 following are the details of saving and expenditure

Details of Saving:

- Champa: Saving amount is 200/-, Loan amount received Rs 100/- and Interest on Loan is Rs 4/-
 Mogare: Saving amount Rs 200/-, fine Rs 10/-
 Jayi: Saving Amount not given

Aboli: Saving Amount is 200/-, Loan amount received Rs 200/-, Interest on Loan Rs 10/-
 Gulab: Saving Amount Rs 200/-

Interest of Bank: Rs 50/- received
 Donation received: Rs 500/-

Details of Expenditure

Gulab Loan given Rs 500/-
 Meeting expenses Rs 50/-
 Transport expense Rs 10/-

What is the total saving amount of the Sarawati in SHG?

Exercise III

Opening balance of Parvati SHG is Rs 5060/-. Meeting held on 24th July 2016 following are the details of saving and expenditure

Details of Saving:

Karishma: Saving amount is 200/-, Loan amount received Rs 100/- and Interest on Loan is Rs 20/-
 Karina: Saving amount Rs 200/-, fine Rs 10/-, Interest Rs 30/-
 Priti: Saving Amount Rs 200/-
 Deepika: Saving Amount is not given
 Juhi: Saving Amount Rs 200/-, fine Rs 10,

Interest of Bank: Rs 40/- received

Details of Expenditure

Depika: Saving return amount Rs 2600/-, Saving interest Rs 100/-
 Priti: Loan given Rs 1000/-

Transport expense: Rs 10/-

What is the total saving amount of the Parvati in SHG?

Exercise IV

St. xavier SHG's first meeting held on 24th July 2016 with 5 members Their name are Fatima, Sendra, Branda, Steffy, Suzu . Following are the details of saving and expenditure

Details of Saving:

Entry fee:	Rs 10/- from all members
Administration fee:	Rs 90/- from all members
Saving amount:	Rs 200/- from all members

Details of Expenditure

Meeting expenses	Rs 100/-
Stationary expense	Rs 50/-
Transport expense	Rs 10/-

What is the total saving amount of the Satteri in SHG?

Exercise V

Opening balance of Ganesh SHG is Rs 580/-. Meeting held on 24th July 2016 following are the details of saving and expenditure

Details of Saving:

Aasha	Saving amount is 200/-
Usha	Saving amount Rs 200/-
Nisha	Saving Amount Rs 200/-
Maya	Saving Amount Rs 200/-
Chaya	Saving Amount Rs 200/-

Details of Expenditure

Usha	Loan given Rs 200/-
Maya	Loan given Rs 300/-

Transport expense: Rs 10/-

Meeting expense: Rs 50/-

What is the total saving amount of the Ganesh in SHG?

Day III

Grading of SHG

Facilitator will explain about Concept and importance of grading in SHG with the help of chart paper and discussion.

Grading of the SHG: Self Help Groups (SHGs) form the first level organization of the women. SHGs formed out of affinity among members of the group have to organize and conduct their group activities strictly adhering to the in 'Pancha Sutras', as given below.

- a) Regular weekly meetings
- b) Regular savings
- c) Regular internal lending
- d) Regular repayments and
- e) Transparent books of accounts.

Groups that adhere to Pancha Sutras are found to develop enormous bonding, mutual trust and support among group members. Infact, adherence to Pancha Sutras is insisted by bankers as a benchmark of ability of group members to come together and demonstration of the ability of group to handle financial transactions and credit worthiness of groups. Hence, adherence of groups to Pancha Sutras is an essential requirement for progression of any SHG group. Every SHG has to be graded on the way the SHG group is functioning and this grading effectively captures the adherence of SHG to Pancha Sutras.

Need for Grading:

- SHGs will follow Panchsutras
- To assess the quality of SHGs, banks assess the eligibility of a SHG for credit linkage through grading tool
- To release Revolving Fund from GSRLM
- It is tool to monitor and evaluate the functioning of SHGs

Who will Grade the SHGs: Every SHG shall be graded for the first time by the Village Organization (VO) / by the SRLM (incase VO is yet to be formed) at the end of 3 months from the date of formation of SHG. This grading assessment is to be conducted on a regular basis

Grading shall be done in the standard format capturing details from the books of accounts of the SHG. Only after verification of books of accounts grading should be done. The grading status of the SHG shall be communicated to the SHG and the same is recorded in the minutes

of meeting book. Grading status shall be updated in MIS. This is important since bankers will have access to the MIS and the latest grading status is made available in the MIS as it would facilitate in processing credit linkage.

Parameters for Grading Self Help Groups (SHG)

Name of Panchayat:

Name of SHG:

Name of VO:

Date of formation /Revive

Name of Grader:

Sl. No	Parameter	Maximum Marks	Marks Received
1	How many years has it been since the SHG was formed?		
	a) More than one year	10	
	b) Between six months and one year	5	
2	(SHGs which are not even six months old are not eligible for grading)		
	How many meetings are held in a month?		
	a) Four meetings	10	
	b) Two to three meetings	8	
	c) Only one meeting	3	
	(Roughly consider the number of meetings held in the past 3 months)		
3	Attendance		
	a) Greater than 90%	10	
	b) Between 70% and 90%	5	
	c) Lesser than 70%	3	
	Roughly consider the attendance of members in the meetings held in the past 3 months) Average attendance: $\frac{\text{Total attendance}}{\text{Total number of meetings}}$ Percentage of attendance: $\frac{\text{Average attendance}}{\text{Total number of members in the SHG}} * 100$		
4	Minutes register		
	a) Written in detail	10	
	b) Written, but not in detail	5	
	(Check the minutes register of the preceding three months)		
5	Participation of members in discussions		
	a) Only some members participate	5	
	b) Majority of the members participate	10	
	(If minutes have been written in detail, the minutes register can be examined to find out the participation of members. One or two meetings also have to be attended in person and understand after talking to the members.)		
6	How many times in a month is savings done?		
	a) Majority of the members give four times in a month	10	
	b) Savings is done four times, but majority of the members don't give	8	
	c) Majority of the members give two to three times in a month	8	

	d) Savings is collected two to three times, but majority of the members don't give	5	
	e) Majority of the members give only once in a month	3	
	f) Savings is collected only once in a month, but majority of the members don't give	0	
	(Examine the weekly register of the previous week and calculate the average number of members who give savings in each meeting) Percentage of members giving savings = $\frac{\text{Average} \times 100}{\text{Total number of members}}$ Greater than 60% would be considered as majority.		
7	How are the saving and loan repayment amounts collected?		
	a) Members give it during meetings	10	
	b) Collection by going to members' houses	5	
	(Understand by asking the president, secretary and other members of the SHG and by also examining the minutes register)		
8	Manner in which discussions are done and decisions are taken		
	a) Completely democratic and transparent	10	
	b) Only some prominent members come together and make the decisions	0	
	(Understand by examining the minutes register, speaking to some members and attending some of the meetings. Check if elections are conducted as prescribed. Decisions are to be taken only after discussions during the meetings of the SHG)		
9	Interest rate charged by the SHGs on the loan		
	a) The interest rate is the same wherever the loan is taken from	10	
	b) The interest rate differs depending on where the loan is taken from	5	
	c) The interest rate changes based on the need for the loan	5	
	d) The interest rate is the same despite the need for the loan	3	
	(Understand by asking the president and secretary of the SHG and by also examining the loan register)		
10	Repayment of loan		
	a) More than 90% of the persons regularly repay the loan installments	10	
	b) Between 70% to 90% of the persons regularly repay the loan installments	5	
	(Examine the loan register or the minutes register to understand)		
11	Which all registers are being maintained properly?		
	a) Minutes register (Attendance in meetings must be marked)	3	
	b) Savings register	3	
	c) Loan register	3	

	d) Passbook	1	
	(Marks are to be given only if the respective register is maintained properly)		
	Awareness of members about the rules of the SHG		
12	a) All members are well aware	10	
	b) Majority of the members are aware	5	
	c) Most members are not aware	0	
	(Understand by asking questions to the members)		

Signature of Grader

Date

Note: Eligibility of the SHG to get RF

1. SHGs with at least 96 marks out of a maximum of 120 are eligible to get RF.
2. SHGs with marks less than 96 can get RF only after improving their conduct. Members are to discuss areas of improvement and how to better their SHG. These SHGs may be reevaluated after three months.

After the explanation of above format of Grading, facilitators will inform to do grading of each other SHGs among the participants and asses the SHGs. This activity will give clarity to all book keeper that how the assessment of SHGs through grading.

End of this training programme facilitator will keep the forum for question and answer session, and take evaluation of the programme. Facilitator will distribute the certificate to all participants and programme will get over by thanking all participant for attending this programme and making this training fruitful by their active participation.

ANNEXURE - I

Cash Book – Exercise I (Answer)

Sr. No.	Name of the member	Entry Fees	Adm fees	Saving	Repayment		Interest on saving	CIF	Fine	Other	Total Saving	Refund saving	Interest on saving	Loan Given	Installment of Bank	Other	Total Expenses
					Principal Amt	Interest Amt											
	Sania			300	2000	40					2340		1000				1000
	Saina			300	3000	60					3360		1000				1000
	Bhakti			600				10			6104		1000				1000
	Usha			300	4000	80					380		1000				1000
	Merry			300					10		310		1000			500	1000
				1800	9000	180					11000						500
										Opening balance	10100						
											21100						

SHG _____ Cash Book _____

Monthly Saving _____

Expenditure details _____ 5500

Details	Amount	Paise
Admn Fees Member	1800	
Savings Member	9000	
Loan Principal Amount Member	180	
Interest on saving Member	20	
Fine Member		
CIF Member		
RF Member		
Other Member		
Other		
Total	11000	
Opening Balance	10100	
Total Balance	2110	

Details	Amount	Paise
Refund of Saving Amount member	5000	
Interest on saving member		
Total loan given member		
Bank Installment		
Stationary		
Travelling Expenditure		
Jindagi		
Meeting Expenditure	500	
Total	5500	
Closing Balance	15600	

Cash Book – Exercise II (Answer)

SHG		Cash Book															
Sr. No.	Name of the member	Entry Fees	Adm fees	Saving	Repayment Principal Amt	Interest Amt	Interest on saving	CIF	Fine	Other	Total Saving	Refund saving	Interest on saving	Loan Given	Installment of Bank	Other	Total Expenses
	Champa			200	100	4					304		1000				
	Mogra			200				10			210		1000				
	Jayi			-							-		1000				
	Aboli			200	200	10					410		1000				
	Gulab			200							200		1000	500			500
				800	300	14	50	10		500	550					60	60
							50			Opening balance	1674						
											3694						

Monthly Saving _____

Expenditure details _____ 560

Details	Amount	Paise
Admn FeesMember	800	
SavingsMember	300	
Loan Principal AmountMember	50	
Interest on saving.....Member	10	
Fine.....Member		
CIFMember		
RFMember		
OtherMember	514	
Other		
Total	1674	
Opening Balance	2020	
Total Balance	3694	

Details	Amount	Paise
Refund of Saving Amountmember		
Interest on savingmember	500	
Total loan givenmember		
Bank Installment		
Stationary		
Travelling Expenditure		
Jindagi		
Meeting Expenditure	60	
Total	560	
Closing Balance	3134	

Cash Book – Exercise V (Answer)

Sr. No.	Name of the member	SHG										Cash Book				Total Expenses						
		Entry Fees	Adm fees	Saving	Repayment Principal Amt	Repayment Interest Amt	Interest on saving	CIF	Fine	Other	Total Saving	Refund saving	Interest on saving	Loan Given	Installment of Bank		Other					
	Asha			200							1000											
	Usha			200							1000			200							200	
	Nisha			200							1000											
	Maya			200							1000			300								300
	Chaya			200							1000											60
											1000											
											580											
											1580											

Monthly Saving _____ Expenditure details _____ 560

Details	Amount	Paise
Refund of Saving Amount		
Interest on saving		
Total loan given	500	
Bank Installment		
Stationary		
Travelling Expenditure		
Jindagi		
Meeting Expenditure	60	
Total	560	
Closing Balance	1020	

Details	Amount	Paise
Admn Fees		
Savings	1000	
Loan Principal Amount		
Interest on saving		
Fine		
CIF		
RF		
Other		
Other		
Total	1000	
Opening Balance	580	
Total Balance	1580	

Schedule

Day I			
Duration	Topic	Methodology	Training Aids
30 min	Introduction of the Programme & participants		
30 min	Overview of "Streeshakti"	Group Discussion	Chart, Marker
	Importance , Role and Responsibility of Book keeper under "Streeshakti" Does and Don't of Book keeper	Activity & Lecture method	Chart, Marker
1 hr	Concept and Importance of Panchsutra	Activity & Lecture method	Chart, Marker
3 hrs.	How to conduct Meeting and meeting proceeding	Group Discussion, Group Activity and Role Play	Chart, Marker
Day II			
3hr	Introduction to the Registers and Books of Accounts	Lecture & Group Exercise	Charts
2hr	Practical Exercise on Record maintenance	Group Exercise	flip charts
1hr	Checking of other member Register and Books of Accounts	Group Exercise	Charts & flip charts
Day III			
2hr	Grading of SHG	Lecture method and Exercise	Charts, Marker
1hr	Recap	Group Discussion	Charts, Marker
1hr	Question and Answer	Group Discussion	Charts, Marker
30 Min	Evaluation and Valediction		