

# AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Ref: AUMP/RO/SOP/2018/ 552

Date : 20 Nov 2018

## STANDARD OPERATING PROCEDURE (SOP) FOR BUDGETING/ EXPENDITURE FOR CONDUCT OF SEMINARS/WORKSHOPS/EVENTS IN AUMP

### General

1. A Number of Conference /Seminars/Workshop/events are being held through out the year in Amity University Madhya Pradesh. To ensure smooth financial management pertaining to budgeting and its expenditure , the laid down guide lines will be adhered to by all departments.

### Aim

2. To lay down guide lines for smooth financial management pertaining to budgeting and its expenditure for conduct of Workshops/Seminars/Conferences/Events etc. in Amity University Madhya Pradesh Gwalior.

### Procedure

3. Following procedure as given in succeeding paragraph should be adhered to conduct an event/seminar/workshop:-

(a) To conduct a particular event, a finance committee of at least 3 faculty members should be formed by respective Hols. The committee will be responsible for all the financial aspects to include budgeting, obtaining quotations, receipts, expenditures, payments and preparation of final financial statement for the event.

(b) The committee will prepare detailed budget of the event and obtain approval from the authorities. Format is attached for the same at **Appendix 'A'**

(c) Word "Excluding Taxes (As Applicable)" should be used at the time of submission of approval sheet of the budget, to avoid payment exceeding the sanction limit.

(d) Maximum efforts be made to ensure that all events are self financed or sponsored. Sanction should be taken for total expenditure, but it should be noted that Amity Contribution from the budget is equal to total expected revenue minus the total expenditure. It should be taken care of that amity contribution should not increase the approved limit.

  
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Amity University Madhya Pradesh  
Gwalior

(e) Approval of the budget would be taken at least 25-30 days in advance so as to arrange the funds easily from HO. For this, the process of obtaining approval should be initiated at least 60 days prior to the date of conduct.

#### 4. Receipts

(a) Receipt must be mandatorily issued to all the participants for any amount received towards Participation/Registration/Meals/Accommodation etc.

(b) Accounts office will issue blank receipt books (Containing Sr No) for the event and receipts to the participants should be issued only from that receipt book issued by accounts office.

(c) The receipt book contains receipts in duplicate counterfoils. Original will be issued to participant and counterfoil carbon copy of the same would be deposited to accounts office at the end of the event to match the revenue.

(d) All amount collected will first be deposited in accounts office and then may be withdrawn for making various expenditures.

(e) All collection from participants should be done in cash/ DD in favour of Amity University Madhya Pradesh/ Bank transfer in Amity's Account only. No collection should be done on behalf of Amity, in one's individual accounts or wallets i.e. Paytm, Phonepay, mobiquick etc.

#### 5. Expenditure

(a) All the procurements should be done through finance committee only.

(b) The committee must ensure that maximum procurements are done from the vendors already working with Amity and payment should be done through cheque only.

(c) Procurement should be done from registered vendors who provide proper invoice containing GST/PAN etc. as applicable.

(d) Proper austerity measures will be implemented to ensure the principle of minimum expenditure and value for money.

(e) No Cash payment should be done more than Rs 5000/-.

(f) For purchases more than Rs 5000/-, quotations should be invited from at least 3 vendors and order should be placed to vendor through proper purchase channel.

(g) Gate entry should be mandatorily done on each bill/challan when item enters in the AUMP campus.

(h) A stock register should be maintained, by the department concerned and all items (including consumables) should first be entered in that register and then issued for consumption/usage.

(j) Name of the event and Copy of approval/approval number should be mentioned on each proposal form attached with bunch of bills.

(k) The Committee will ensure that proper Gate entry, stock entry and verification has been done on each bill before submission.

(l) Advance can be taken for miscellaneous expenses. Format for advance is attached at **Appendix-'B'**

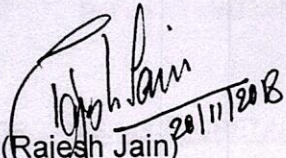
#### 6. **Final Settlement of Account**

(a) At the end of the event, accounts must be settled as soon as possible, but not later than 07 working days after completion of the event.

(b) Account of the event must be settled as per formats attached at Appendices 'C' and 'D'.


#### **Conclusion**

4. The SOP gives guidelines for smooth financial management pertaining to budgeting, revenue and its expenditure for the proper accounting of funds. It may be ensured that no deviation is adopted for the expenditure of allotted budget/approved by the department.

  
(Rajesh Jain) 20/11/2018  
Registrar, AUMP

#### **Distribution**

1. Hon'ble VC's Sectt.
2. Pro VC's Sectt.
3. All Hols
4. All HoDs (Teaching & Non Teaching)
4. Accounts

  
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Gwalior