



Women's Livelihood Federation (WLF)

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NIRANTHARA LITE TRAINING PROGRAM REPORT-II

DATE:28.12.2024 & 29.12.2024

PLACE: CEEMA CONFERENCE HALL,ERODE



Women's Livelihood Federation

Erode

Niranthara Lite Batch -1 Attendance sheet

DATE:28.12.2024

PLACE: CEEMA CONFERENCE HALL,ERODE

s.no	name of the person	name of the organization	district	ph.no	singnature
1.	sheelaramachandran	Phudhuyugam society	Krishnagiri	9865223138	
2.	G.Jagatheswari	Social Health Empowerment	Thiruvarur	9788321871	
3.	Rajamani	Muthu social welfare trust	karur	9843525798	 28/12/24
4.	Yuvarani	SPEED Trust	Erode	9080769827	
5.	Rubina christy	Leo for Poor People Trust	Trichy	9095207070	
6.	P.Pandiselvi	SEDO	avinashi	8056456611	
7.	Alaguroja	New Life Social Development trust	Trichy	9688468640	
8.	K.K.Lakshmi	Nest trust	Salem	9942571834	
9.	S.Kalaiselvi	SERVO	Kanchipuram	6383040159	
10.	P.Santhi	Women Organization And Rural Development Society	Krishnagiri	9788589795	
11.	Murugeswari	Way trust	Dindigul	7639199509	
12.	Kalaiselvi	Diamond trust	Karur	9843307815	
13.	Vaijyanthimala	Imayam trust	Ramanathapuram	8925699220	



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1.	sheelaramachandran	Phudhuyugam society	Krishnagiri	9865223138	<i>[Signature]</i>
2.	G.Jagatheswari	Social Health Empowerment	Thiruvarur	9788321871	<i>G. Jagatheswari</i>
3.	Rajamani	Muthu social welfare trust	karur	9843525798	<i>C. Asha</i>
4.	Yuvarani	SPEED Trust	Erode	9080769827	<i>S. Yu</i>
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9.	S.Kalaiselvi	SERVO	Kanchipuram	6383040159	<i>S. Kalaiselvi</i>
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13.	Vaijyanthimala	Imayam trust	Ramanathapuram	8925699220	<i>M. Dhan</i>

NIRANTHARA LITE TRAINING -II

INTRODUCTION:

Niranthara Lite training program serves as a cornerstone for strengthening governance and financial management capacities in Non-Governmental Organizations (NGOs). Effective governance and robust financial systems are critical for ensuring transparency, accountability, and sustainability in the development sector. This training initiative is tailored to equip NGOs with the necessary knowledge and tools to enhance their operational efficiency and meet compliance requirements.

The program focuses on key aspects of governance, including policy formulation, leadership roles, and strategic decision-making, alongside comprehensive financial management practices such as budgeting, accounting, and reporting standards. By addressing these core areas, Niranthara Lite aims to empower organizations to build trust with stakeholders and ensure the optimal utilization of resources for impactful community development.

This report outlines the training's objectives, methodologies, key learnings, and outcomes, emphasizing its relevance to the holistic growth of participating NGOs.

DAY -1

Recap and Session Highlights

Recap of Previous Training Session

The session began with a review of the key concepts covered in the prior training related to the **Child Protection Policy (CPP)** and **Prevention of Sexual Harassment (POSH) Policy**. Participants realised the importance of these policies in fostering a safe and inclusive environment within their organizations.

- **Key Takeaways from CPP:**
 - The significance of safeguarding children in all NGO activities.
 - Strategies for identifying and addressing risks associated with child protection.
 - Ensuring compliance with legal frameworks and creating a safe environment.
- **Key Takeaways from POSH Policy:**
 - Awareness of legal mandates under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
 - The role and structure of the Internal Complaints Committee (ICC).
 - Steps to prevent, report, and address cases of sexual harassment effectively.

Clarifications on Committee-Related Doubts

Participants raised questions regarding the composition, roles, and responsibilities of the committees established under the CPP and POSH policies. Key clarifications included:

- **CPP Committees:**
 - Members must include individuals trained in child protection.
 - Regular monitoring and review mechanisms should be in place.
- **POSH Committees (ICC):**
 - At least one external member with expertise in women's rights or related fields.
 - Clear documentation of complaints, resolutions, and follow-up actions is critical.

GOVERNANCE

The session transitioned to governance-related topics, emphasizing the foundational roles of **board members** and the significance of proper documentation through **minutes note writing**.

- **Roles and Responsibilities of Board Members:**
 - **Leadership and Vision:** Setting the strategic direction for the organization.
 - **Policy Oversight:** Approving and monitoring organizational policies.
 - **Resource Mobilization:** Supporting fundraising and resource acquisition efforts.
 - **Financial Stewardship:** Ensuring accountability in financial management and compliance.
 - **Risk Management:** Identifying and mitigating potential organizational risks.
- **Minutes Note Writing Procedure:**
 - ▶ **Structure of Minutes:**
 1. **Meeting Details:** Date, time, venue, and participants.
 2. **Agenda Points:** Clearly outline the topics discussed.
 3. **Resolutions:** Document decisions, actions, and responsibilities assigned.
 4. **Follow-Up Actions:** Specify timelines for implementation and review.
 - ▶ **Best Practices:**
 1. Write minutes concisely and accurately.
 2. Use neutral and professional language.
 3. Distribute minutes promptly for review and approval.

Importance of Board Meetings:

Board meetings are the cornerstone of effective governance in NGOs. Their significance lies in:

1. **Strategic Oversight:**
 - Aligning organizational activities with its mission and vision.
 - Reviewing and approving key strategies and programs.
2. **Decision-Making:**
 - Providing a platform for critical decisions affecting the organization's operations and policies.
3. **Accountability:**
 - Monitoring organizational performance, financial health, and compliance.
 - Holding the executive team accountable for implementing board directives.
4. **Transparency and Communication:**
 - Ensuring open dialogue among board members, staff, and stakeholders.
5. **Fostering Engagement:**
 - Strengthening the commitment of board members through active participation.

Minutes and Resolutions for an NGO

In an Non-Governmental Organization (NGO), accurate and professional documentation of board meetings, including minutes and resolutions, is critical for transparency, accountability, and compliance with legal and donor requirements.

Minutes

1. Purpose of Minutes

Minutes are a formal record of the discussions, decisions, and actions taken during a meeting. They provide a reference for future decisions, legal protection, and an official record for donors, auditors, and stakeholders.

2. Structure of Meeting Minutes

a. Heading

- Name of the organization.
- Title: "Minutes of the Board Meeting."
- Meeting details: Date, time, and location.

b. Attendance

- List all participants (board members, staff, guests).

DAY-2

FINANCE & ACCOUNTS

Increasing Knowledge on the Budgeting Process and Promoting Shared Understanding Among Board and Staff

Increasing knowledge of the budgeting process among Board and staff is essential for fostering transparency, accountability, and aligning with the organizational goals. A well-informed team ensures that the budget reflects both programmatic priorities and operational needs while enabling effective resource allocation. By involving board members in oversight and staff in providing accurate cost estimates, NGOs can create a collaborative budgeting process that enhances decision-making. Clear communication of budget assumptions, regular financial updates, and training sessions can build a shared understanding, ensuring everyone recognizes their role in financial stewardship. This shared knowledge promotes organizational sustainability, donor confidence, and strategic growth.



Internal Controls in NGOs:

Internal controls are processes, procedures, and policies designed to ensure the effective and efficient management of an organization's resources. They help safeguard assets, ensure the accuracy and reliability of financial and operational information, promote compliance with laws and policies, and prevent fraud and misuse of funds.

Financial Records

These records ensure proper management of funds and accurate financial reporting:

- ▶ **Cash Book:**
 - Records daily cash transactions (receipts and payments).
 - Helps track cash flow and balances.
- ▶ **Bank Book:**
 - Maintains a record of all bank transactions, including deposits, withdrawals, and transfers.
- ▶ **General Ledger:**
 - Consolidates all financial transactions from different books into one comprehensive account.
- ▶ **Receipt and Payment Vouchers:**
 - Supports each financial transaction with details and approvals.
- ▶ **Petty Cash Register:**
 - Tracks small, day-to-day expenditures paid from petty cash.
- ▶ **Donation Register:**
 - Tracks donor contributions with details like donor name, amount, and purpose.

2. Programmatic Records

These records relate to the NGO's projects and activities:

- ▶ **Beneficiary Registers:**
 - Maintains data on individuals or groups benefiting from programs.
- ▶ **Activity Logbooks:**
 - Records all program-related activities, including dates, locations, and outcomes.
- ▶ **Monitoring and Evaluation Records:**
 - Tracks program performance for the planned objectives using indicators and data collection tools.

3. Administrative Records

Ensure operational compliance and smooth functioning:

- ▶ **Asset Register:**
 - Tracks fixed assets such as office equipment, vehicles, and furniture.
- ▶ **Minutes Book:**
 - Records the proceedings of board and committee meetings, including decisions and resolutions.
- ▶ **Visitor's Logbook:**
 - Keeps a record of visitors to the organization's premises.
- ▶ **HR Files:**

- Includes employee contracts, performance reviews, leave records, and other personnel-related documents.

4. Legal and Statutory Records

Ensure compliance with laws and regulations:

- ▶ **Registration Certificates:**
 - Proof of the NGO's legal registration under the applicable act.
- ▶ **Tax Records:**
 - Documents related to income tax, TDS (Tax Deducted at Source), GST (if applicable), and annual returns.
- ▶ **Audit Reports:**
 - Annual external and internal audit reports to verify financial integrity.
- ▶ **Grant Agreements:**
 - Contracts with donors in terms of funding and conditions.
- ▶ **Insurance Documents:**
 - Policies covering assets, staff, and beneficiaries, if applicable.

5. Communication and Reporting Records

Facilitate transparency and donor relations:

- ▶ **Annual Reports:**
 - Comprehensive summaries of the NGO's activities, achievements, and financial performance.
- ▶ **Donor Reports:**
 - Regular updates to donors detailing the use of funds and program outcomes.
- ▶ **Correspondence Files:**
 - Records of official communication, including letters and emails with stakeholders.

Feedback on Niranthara Lite Sessions: Governance, Finance, and Accounts

The participants of the Niranthara Lite program provided positive feedback on the sessions covering governance and finance/accounts. They expressed that the sessions were insightful, practical, and relevant to the needs of NGOs. The interactive discussions helped clarify critical topics such as the roles and responsibilities of Board members, the importance of maintaining proper financial records, and best practices in budgeting and internal controls. Participants appreciated the program for enhancing transparency and accountability within their organizations, which they found instrumental in strengthening their operations.

Mr. Ayyappan, Board Member and Program Manager of Dhvani Voice, shared his perspective on the Women's Livelihood Federation's activities. He commended the federation for its consistent efforts in empowering women through sustainable livelihood opportunities. He highlighted the federation's effective use of Governance structures, transparent financial practices, and inclusive decision-making processes as key factors contributing to its success. He encouraged the team to continue expanding their impact and exploring innovative solutions to address the challenges faced by women in the community.

The feedback collectively emphasized the value of these sessions in building organizational capacity and fostering good Governance and financial discipline among participating NGOs.



**Conclusion:
Importance of Governance and Financial Accounts for NGO
Development:**

Effective Governance and robust financial management are cornerstones of sustainable NGO development. Good governance ensures transparency, accountability, and strategic decision-making, creating a foundation for trust among stakeholders, including beneficiaries, donors, and regulators. Similarly, maintaining accurate financial accounts promotes efficient resource allocation, legal compliance, and organizational credibility.

By integrating sound governance practices with disciplined financial management, NGOs can achieve their mission, enhance their impact, and secure long-term sustainability. Together, these elements empower NGOs to address community challenges effectively while maintaining the confidence and support of their stakeholders.

"EMPOWERED WOMEN EMPOWER COMMUNITIES. WOMEN-LED NGO'S ARE AT THE FOREFRONT OF CREATING LASTING CHANGE IN THE SOCIAL SECTOR, ONE STEP AT A TIME."



THANK YOU