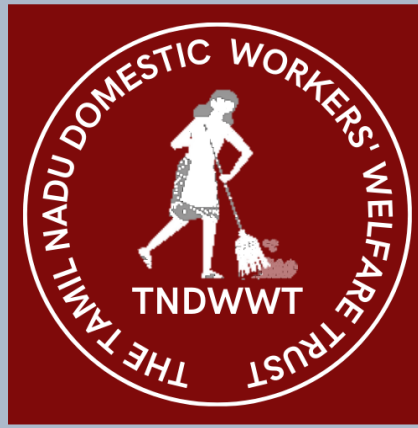


# **THE TAMIL NADU DOMESTIC WORKERS' WELFARE TRUST**



## **INTERNAL CONTROL POLICY**

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## **Introduction**

THE TAMILNADU DOMESTIC WORKERS WELFARE TRUST, a registered trust established in 2005, is committed to operating with the highest level of transparency and accountability. This **Internal Control Policy** is implemented by the organization to ensure the integrity of financial reporting, compliance with laws and regulations, efficient and effective operations, and safeguarding of assets.

## **Purpose**

The purpose of this Internal Control Policy is to establish a framework for the efficient and transparent management of “The Tamil Nadu Domestic Workers Welfare Trust’s” operations, ensuring accountability in financial management, safeguarding assets, complying with legal and regulatory requirements, and fostering a culture of integrity and ethical behaviour.

## **Scope**

This policy applies to all departments, employees, volunteers, and contractors associated with the Trust. It covers all aspects of the Trust’s operations, including financial activities, donations, grants, disbursements, fundraising, reporting, and recordkeeping.

**The following key elements of the Internal Control Policy are as follows:**

### **A. Financial Management and Reporting:**

- All funds raised through donations, grants, or fundraising events will be deposited into the Trust’s designated bank accounts and tracked separately. The purpose of each donation should be clearly defined.
- The Trust will create an annual budget, which will be approved by the Board of Trustees. The budget will include revenue projections, program costs, operating expenses, and a contingency plan.
- Regular monitoring of expenses against the budget. Strict procedures for the allocation, monitoring, and reporting of grants to ensure they are used as intended. This includes tracking the status of grant-funded projects and ensuring compliance with grantor requirements.
- All financial records of the organization will be properly maintained in a locked cabinet or area with limited access by only the chief functionary and the treasurer.

- Accounts receivable reports will be reviewed monthly by the chief functionary and the accountant to determine that the balances are appropriate.
- Regular internal reports will be prepared by the finance department, summarizing income, expenditures, and key financial indicators.
- All financial transactions will be documented and supported by appropriate evidence such as invoices, receipts, and contracts. These records will be maintained securely for audit purposes.

**B. Control Environment:**

- The Trust's leadership who are the Board of Trustees and executive management, will demonstrate commitment to ethical behaviour, transparency, and accountability in all operations.
- A code of conduct will be maintained for all employees, volunteers, and contractors that promote ethical decision-making, integrity, and responsibility.
- Clear definition of roles and responsibilities within the Trust, ensuring that decisions are made by authorized personnel with proper oversight.
- Regular training programs are given by the Trust to ensure staff are familiar with internal controls, ethical standards, and the specific responsibilities associated with their roles.

**C. Cash Disbursements:**

- All disbursements will be made through bank and by issuing cheques drawn on the established Trust's accounts.
- No cash transaction is made by the trust

**D. Compliance and Legal:**

- The Trust will comply with all relevant local, state, and national laws and regulations related to fundraising, financial reporting, labor laws, and tax regulations.
- The Trust will maintain its tax-exempt status and ensure that tax filings are completed in a timely and accurate manner.
- Personal information of donors, employees, and beneficiaries will be safeguarded in compliance with data protection laws and ethical standards.

**Conclusion:**

This **Internal Control Policy** will help ensure that the Tamil Nadu Domestic Workers Welfare Trust operates with the highest level of integrity, accountability, and efficiency. It supports the Trust's mission to uplift and empower domestic workers by providing a transparent and secure framework for managing its resources and activities.