

URBANA WELFARE ASSOCIATION

(A Representative Body of Urbana Flat Owners)

225, CENTER POINT, 21 HEMANT BASU SARANI, KOLKATA - 700001 Email : info@urbanawa.com & ufocm@googlegroups.com Website : www.urbanawa.com Facebook Link : https://www.facebook.com/groups/Urbanawelfare/ ANNUAL GENERAL MEETING

NOTICE

Date of AGM: Sunday 24th July 2022

Venue: CLUB URBANA B1 MULTIPURPOSE HALL

Time: 11.00 AM

In case of lack of quorum, the meeting would be adjourned for 15 minutes and will reconvened to carry on business as per agenda.

AGENDA

- The Secretary to call meeting to order
- Welcome address by President
- Presentation of annual report for the year 2021-2022
- Adoption of audited financial statement for the year ended 31st March 2022 enclosed as Annexure A.
- Re-appointment of auditor M/s Neha B Agarwal & Co., Chartered Accountants for the year2022-23 at a remuneration of Rs. 20,000/- (Rupees Twenty Thousand only)
- Discussion on progress of RWA and formation of permanent RWA Team
- To update on CAM issues
- Discussion on the SoP suggested by Election committee after the EGBM- Draft SOP enclosed at Annexure – B.
- Any other with the permission of the chair. (Members intend to raise any issues, have to advice to
 email to <u>urbanwelfareassociation@gmail.com</u> latest by 21st July 2022.
- Hand over ceremony; Transferring responsibilities from current MC to newly elected MC.
- Vote of thanks.

A member is entitled to attend meeting personally or nominate duly authorized person. An authorization shall be mailed to <u>urbanwelfareassociation@gmail.com</u> 48hrs prior the meeting.

All UWA members are cordially invited to attend the meeting.

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(Secretary)

Date: 06th July 2022

ANNEXURE-A

URBANA WELFARE ASSOCIATION

REGD. OFF. ROOM NO. 225, CENTRE POINT BUILDING 21 HEMANTA BASU SARANI KOLKATA - 700 001

AUDITED FINANCIAL STATEMENT

FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2022

Neha B Agarwal And Co

Chartered Accountants 7 & 7/1A Grant Lane 2nd Floor Room No 216 Kolkata-700012



NEHA B AGARWAL AND CO

Chartered Accountants

To the Members of Urbana Welfare Association

Report on the Financial Statements

We have audited the accompanying financial statements of Urbana Welfare Association which comprises the Balance Sheet as at March 31, 2022, the Statement of Income & Expenditure, for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

Management's responsibility for the Financial Statements

The Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the Association in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI) and other accounting principles generally accepted in India. This responsibility also includes maintenance of adequate accounting records for safeguarding of the assets of the Association and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statement that gives a true and fair view and are free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the financial statements

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by ICAI. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risks assessments, the auditor considers internal financial controls relevant to the Association's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on whether the Association has in place an adequate internal financial control system over financial reporting and the operating effectiveness of such controls. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by the Management, as well as evaluating the overall presentation of the financial statements.

> 2nd Floor • Room No: 216 • 7/1A Grant Lane • Kolkata 700012 Phone : 033 40733118 • Email : nehabagarwalandco@gmail.com Branches at : GURGAON & BANGALORE





Opinion

In our opinion and to the best of our information and according to the explanations given to us, the aforesaid financial statements give the information in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India, of the state of affairs of the Association as at March 31, 2022 and its profit for the year ended on that date.

For Neha B Agarwal And Co

Chartered Accountants

FRN: 329104E CA. Neha Agarwal Partner, FCA

MRN: 304098

Place of Signature: Kolkata Date: The 20th day of June "22 UDIN: 22304098ALGWPP2751

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		.) As at 31st March 2022	160,604.70			0	(0)		0 1,544,904.00		8	0		0	Q	29 1 085 631 60	-		3,691,140.30	sociation	I.						
		Amount (Rs.)				945,000.00	(945,000.00) 1 539,849.00	1,539,849.00	5,055.00		51,198,68	2,557.00	,	114,205.00	401,300.00	646.29	NL7 MOTET			Urbana Welfare Association	and	(tent)	lado	ar J tarv)			urer)
2	2022	Assets	181,411.50 Fixed Assets: Note 1	Investments:	Fixed Deposits with Banks:	Opening Balance	(925,000,00) Less: Redeemed During the year		Add : Accrued Interest		Current Assets, Loans & Advances: Advance to IW Mariott	Prepaid Expenses	Advances to Revenue Authorities:	G51 unutitised input crean Tax Deducted at Source	Sundry Debtors: Note 2	Cash-in-hand	Cash at Bank: Note 3		6	For & on Behalf of Urban	Pradip Bhatia	(President)	Suyan Sento Source	Shydm Sundar Sonika (Secretary)	Slow	Debabrata Ghosh	(Treasurer)
SOLIATION NO. 225, ILDING SARANI	s at 31st March,	As at 31st Assets March 2021	181,411.50			925,000.00	(925,000.00)	00.000,649	33,897.00	978,897.00				59,143.11 26.744.00	55,000.00	23,342.60	1,229,219.63	1,393,449.34	2,553,757.84								
UKBANA WELFAKE ASSOCIATION REGD. OFF. ROOM NO. 225, CENTRE POINT BUILDING 21 HEMANTA BASU SARANI KOUTATA TOMON	Balance Sheet as at 31st March, 2022	As at 31st March 2022			2,469,359.30				1,221,781.26										3.691.140.56				O CARWA	Kethata)	And Account of)	
UKBANA REG CEN 21 HE		Amount (Rs.)		1,842,888.25 78.000.00	548,471.05			834,514.00	248,725.26							1								* NEY			
		Capital & Liabilities	Marilanda Tanada	Balance as per last account Balance as per last account	Add: Membership Fees received auruig uie year Add: Evcess of Income over Expenditure		Current Liabilities and Provisions:	600,480.40 Sundry Creditors: Note 4	Other Liabilities, Note 3 Provision for Income Tax			,								r Mitt B Assessing And Co	For Nena B Agarwai Anu Co Chartered Accountants (Firm Registration No: - 329104E)	Jungar 0 1	North American	Partner, FCA	Membership No. 304098	etestive . Kolkata	Date: 00th Day of June 2022
			March 2021		59,000.00 A			600,480.40 5	98.102.23 P										TO BER OFF O	2,553,757.84							

			LFARE ASSOCIA		
			POINT BUILDIN		
		21 HEMAI	NTA BASU SARA	INI	
			KATA - 700 001	3.740	
	Income and	l Expenditure Acco	unt for the year	ended 31st March, 2022	
Year ended	Expenses	Year ended	Year ended	Income .	Year end
March 31, 2021	Expenses	March 31, 2022	March 31, 2021		March 31, 20
	Festival / Event Expenses	2012/2012 2012/2012		Revenue from Operations	
2,954,951.98	Durga Puja	2,740,658.05	2,162,401.00	Voluntary Contribution	3,871,600.0
•	Deep Utsav	2,674,709.24	2,061,337.44	Advertisement	7,575,186.3
970,621.30	Kali Puja Expenses	917,707.00	1,096,865.00	Sponsorship	350,000.
234,803.08	Diwali expenses	313,525.00	714,302.38	Sale of Food Coupons	2,848,333.
	New Year	3,523,602.89	774,096.39	Donation	284,203.
471,619.20	Urbana Premier League	2,089,546.98	512,752.52	Stall Charges	230,000.
22	Valentine Eve Celebrations			Sale of Wrist Band (Holi)	
	Souvneir	254,532.00		Miscellaneous Income	1
	Saraswati Puja	297,626.59	4,500.00	Vendor Registration Charges	1,000.
	Holi	404,890.00	66,335.00	Interest from Banks	67,914.
	Christmas	84,450.00	2,796.00	Interest on Income Tax Refund	
	Ganesh Chaturthi	225,219.20		Liabilities no longer required written back	
101-101-100-101-10-10	Laxmi Puja	29,579.00	05,049.00	Labinities no longer required written back	1.51
		29,379.00			
	Sports Events Khuti Puja	70,148.94			
	Lohri				
1.5.1.5.1.5.1.5.1.5.1.5.1.5.1.5.1.5.1.5	Poila Baishakh				
A CONTRACTOR OF THE OWNER OF THE	Vintage Car Rally	630.00			1
	Republic Day	25,190.00			
	Social Service	43,649.00			
		45,649.00			
3,800.00	Voter Camp	75 750 00			
	Independence Day	25,770.00			
	Jumba	8,000.00			
1.00	Mindfest Quiz	13,124.00			
24	Vaccination Camp	75,850.00			
	Market and the second				
	Administrative Expenses	Grandbard			
114,500.00	Service Charges to Shovon & Suraj	141,750.00			
90,000.00	Accounting Charges	20,000.00			
0.00	Election Expenses	15,000.00			0
55,000.00	Audit Fees	20,000.00			
	Water Testing Charges	14,160.00			
189,837.10	GST Expenses	273,508.51			
25,087.50	Depreciation	20,806.80		0	
21,828.00	Printing & Stationery	8,982.14			3
10,500.00	Website Expenses	10,500.00			
10,237.00	Meeting Expenses	26,026.00			
10,000.00	Professional & Legal Fees	3,400.00			
8,640.00	AGM Expenses	9,150.00			
	Office Expenses	10,806.00			
	Interest on Income Tax	-			
	Internet Expense	5,349.00			
	Conveyance	1,740.00			
The second se	Interest on TDS	55.00			
	Income Tax for earlier years	8,341.77			
	Bank Charges	508.80			1
	General Charges	2,368.07			1
	Rounding off	(68.75)			
	Excess of Income over Expenditure	797,196.36	A 100 550 22		15 000 007
7,499,578.23		15,228,237.59	7,499,578.23		15,228,237.
	n i la como de				000.401
98,102.23	Provision for Taxation	248,725.26	285,380.21	Excess of Income over Expenditure	797,196.
187,277.98	Excess of Income over Expenditure	548,471.05			
	transferred to Member's Fund	797,196.36	285,380.21		797,196.
285,380.21		797,190.30	203,300.21	10	191,190.
	For Neha B Agarwal And Co			For & on Behalf of Urbana Weffare	Association
	Chartered Accountants				N.
				MAN IN	6 MA
	(Firm Degistration No: - 329104E)			Protote	tia 1
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	(a) line '	1	- H	Presider	
	(CA Neha Agarwal)	- 13		a. E.	6 50
	Partner, FCA	- ((草	Kolkata 9	I syam suler	sang
	Membership No. 304098	\		Shyam Sundar Soni	
	2050 BUSIER (1998-1994)		Ten of	(Secretar	y)
	Place : Kolkata		Marad Account	(Da.	1
	Date: 2 oth hay of Tu	me 2022		Show	
	20 1 100	and -		Debabrata Gho	sh

URBANA WELFARE ASSOCIATION REGD. OFF. ROOM NO. 225, CENTRE POINT BUILDING 21 HEMANTA BASU SARANI KOLKATA - 700 001

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Note: 1	Note: 1 Fixed Assets						
Assets	WDV as on 01.04.2021	Depreciation for the year	WDV as on 31.03.2022				
Chair	122,165.10	12,216.00	109,949.10				
Computer	6,289.80	2,519.52	3,770.28				
Fan	33,433.20	3,343.32	30,089.88				
Printer	2,585.40	1,034.16	1,551.24				
Table	16,938.00	1,693.80	15,244.20				
Total	181,411.50	20,806.80	160,604.70				

Note: 2 Sundry Debtors					
Particulars	Amount (Rs.)				
Carewell Travels	15,000.00				
Metal Engineering & Treatment Co. Pvt. Ltd.	41,300.00				
Northern Spirits Limited	295,000.00				
Sai Shikha Charitable Trust	50,000.00				
Total	401,300.00				

Note: 3 Cash at Bank	
Particulars	Amount (Rs.)
Bandhan Bank	1,115,522.96
HDFC Bank	186,216.56
Union Bank of India (UWA)	54,355.31
Union Bank of India (UBNWA)	. 37,020.00
United Bank of India	22,609.80
Total	1,415,724.63

Note: 4 Sundry Creditors					
Particulars	Amount (Rs.)				
Mind Spinerz	440,500.00				
Adishi Creation	145,000.00				
Encore Events Private Limited	180,000.00				
Neha B Agarwal & Co	20,000.00				
Mrs. Bidya Roy	8,000.00				
Saswato Das	8,819.00				
Suraj Singh	32,195.00				
Total	834,514.00				

Note: 5 Other Liabilities					
Particulars	Amount (Rs.)				
TDS Payable	42,759.00				
GST Payable	95,783.00				
Total	138,542.00				

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URBANA WELFARE ASSOCIATION





URBANA WELFARE ASSOCIATION

ROOM NO 225, CENTRE POINT BUILDING, 21, HEMANTA BASU SARANI, KOLKATA-700001

Notes to Financial Statement for the year ended 31st March 2022

A1 BASIS OF PREPARATION

The Financial Statements are prepared on a going concern basis under historical cost convention, in accordance with the applicable mandatory accounting standards. Accounting policies unless specifically stated to be otherwise are consistent and are in accordance with generally accepted accounting principles.

A2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

2.1 REVENUE RECOGNITION

The Association is following mercantile system of accounting for recognizing both revenue & expenditure.

a) Income/ Expenditures are recognised on accrual basis.

b) No personal expenses is charged to revenue.

2.2 FIXED ASSETS & DEPRECIATION

Fixed Assets are stated at Written down value.

Depreciation has been provided on Written Down Value basis as per the rates specified in the Income Tax Rules, 1962.

2.3 TAXES ON INCOME

Provision for tax on income for the year (i.e. Current Tax) is made after considering the various deductions/relief admissible under the Income Tax Act, 1961. <u>Goods & Service Tax</u>: The Returns of Goods & Service Tax are filled with the concerned authorities. Share of contribution collected/received from members has been considered as exempt in accordance with GST Notification No-12/2017- Central Tax (Rate) dated 28th June, 2017 (Sl No -77, Heading No -9995). Input Tax Credit to the ex of exemption availed has been reversed to comply with Rule 42 & 43 of the CGST Rules, 2017.

2.4 Some expenses were made in cash and related supporting documents duly certified by office bearers were kept on record.

2.5 Members Fund include Legal Fund of Rs. 40,000/- received from members, to be refunded to Members as and when claimed.

For Neha B Agarwal And Co Chartered Accountants

(Firm Registration No: - 329104E) 0 (CA Neha Agarwal) Partner, FCA Membership No 201008

Pl: Kolkata Date: 20th Day of June'2022



For & on Behal Welfare A Sociation Pradib (President)

am (1 a am Sundar (Secretary) 5

Debabrata Ghosh (Treasurer)

Urbana Welfare Association

Compliance Status

Goods and Services Tax (GST):

GST has been paid up to the month of May 2022 and GST returns has also been filed up to the month of May 2022. Annual GST return for the financial year 2020-21 has been submitted. Details are as under-

		GST paym	nent and month	ly return submiss	ion	
	Due date	Actual date	Due date of	Actual date of	Due date of	Actual date of
Month	of payment	of payment	submission	submission of	submission	submission of
	or payment	or payment	of GSTR 1	GSTR 1	of GSTR 3B	GSTR 3B
Jul-21	20-08-2021	19-08-2021	11-08-2021	17-08-2021	20-08-2021	17-08-2021
Aug-21	-	-	11-09-2021	10-09-2021	20-09-2021	18-09-2021
Sep-21	20-10-2021	19-10-2021	11-10-2021	10-10-2021	20-10-2021	19-10-2021
Oct-21	20-11-2021	20-11-2021	11-11-2021	09-11-2021	20-11-2021	20-11-2021
Nov-21	-	-	11-12-2021	09-12-2021	20-12-2021	16-12-2021
Dec-21	-	-	11-01-2022	09-01-2022	20-01-2022	19-01-2022
Jan-22	-	-	11-02-2022	10-02-2022	20-02-2022	19-02-2022
Feb-22	-	-	11-03-2022	09-03-2022	20-03-2022	17-03-2022
Mar-22	20-04-2022	19-05-2022	11-04-2022	10-04-2022	20-04-2022	06-05-2022
Apr-22	-	-	11-05-2022	09-05-2022	20-05-2022	19-05-2022
May-22	-	-	11-06-2022	11-06-2022	20-06-2022	13-06-2022

Annual return of GST (GSTR 9) for the Financial year 2020-21					
Due date of submission	Actual date of submission				
28-02-2022	22-12-2021				

Income Tax deduction at source (TDS):

TDS upto the month of May 2022 has been duly deposited within due date. TDS returns upto qtr. ended 31st March 2022 has been filed, month-wise details are as under-

	TDS payment and return submission							
Month	Due date of	Actual date of	Due date of submission	Actual date of				
WORT	payment of TDS	payment of TDS	of TDS return	submission of TDS return				
Jul-21	Not Applicable	Not Applicable						
Aug-21	Not Applicable	Not Applicable	31-10-2021	29-10-2021				
Sep-21	07-10-2021	06-10-2021						
Oct-21	07-11-2021	07-11-2021						
Nov-21	07-12-2021	03-12-2021	31-01-2022	29-01-2022				
Dec-21	07-01-2022	03-01-2022						
Jan-22	07-02-2022	07-02-2022						
Feb-22	07-03-2022	07-03-2022	31-05-2022	27-04-2022				
Mar-22	30-04-2022	06-04-2022						
Apr-22	07-05-2022	07-05-2022	21 07 2022	Not yet due				
May-22	07-06-2022	06-06-2022	31-07-2022	Not yet due				

Income Tax return:

Income Tax return for the Financial year 2020-21 (Assessment year 2021-22) has been submitted within due date-

Income Tax return for the Financial year 2020-21					
Due date of submission	Actual date of submission				
15-03-2022	30-12-2021				

Related party transactions:

'Related party' has not been defined in the UWA guidelines, we have considered following as related party-

- Residents of URBANA and their immediate families
- Entities directly owned and managed by them (to the best of available information)

Related Party transactions						
Name of the Party	Amount (Rs.)	Residents of Urbana owned by				
Encore Events Pvt. Ltd.	4,48,400	Mr. Avinash Singhania, T5/3904				
Savourites Hospitality Pvt. Ltd.	3,18,400	Mr. Aninda Palit, T6/4402-4502, Mr. Swaminathan Ramani, T6/4401-4501				
Sigma Scan Systems Pvt. Ltd.	2,81,464	Mrs. Jaya Ganguli, T2/1902 & T1/2504				
Accelerada Marketing Consultancy Pvt. Ltd.	61,728	Mr. Arijit Chatterjee, T4/4002				

During the current year following transactions entered into with related parties-

Budget vs. Actual Expenses:

The committee has approved budget on 04th September, 2021 and subsequently amended the budget due to shortfall in collections. Shortfall in collections is mainly on account of deduction/adjustment of Rs. 5 Lacs by BNRI towards past dues (electricity charges and hall changes for various events organised by UWA/UUC) not paid by previous committees. Further, an amount of Rs. 3.28 Lacs excess spent over budget in New Years Eve, however excess spent over budget has been subsequently ratified by majority of UWA committee members. Comparative statement of budget vs. actual expenses are as under-

Particulars	Budget (Rs.)	Revised Budget (Rs.)	Actual Expenses (Rs.)
Income:			
Contribution for Utsav from residents	45,00,000	40,00,000	38,16,100
Advertisement / Sponsorship	55,00,000	55,00,000	49,39,136
Total (A)	1,00,00,000	95,00,000	87,55,236
Utsav Expenses:			
Christmas	-	-	71,738
Deep Utsav	15,00,000	15,00,000	15,92,233
Diwali	4,00,000	4,00,000	3,32,125
Mahalaya, Durga Puja, Laxmi Puja, Kali Puja	51,75,000	51,75,000	44,63,605

Ganesh Chaturthi	2,50,000	2,50,000	2,25,219
Holi	5,00,000	3,00,000	2,28,619
Khuti Puja	90,000	90,000	70,149
New Year Eve	5,00,000	3,00,000	6,28,085
Saraswati Puja	1,50,000	1,75,000	2,22,055
Lohri	1,25,000	1,25,000	-
Poila Baisakh	2,50,000	1,75,000	1,68,910
Total (B)	89,40,000	84,90,000	80,02,738
UWA Expenses:			
Sports Events			20,250
Vintage Car Rally	10,00,000		630
Republic Day			25,190
Social Service			43,649
Independence Day			25,770
Jumba			3,688
Mindfest Quiz			13,124
Vaccination Camp			2,620
Service Charges to Shovon & Suraj			1,41,750
Audit Fees			20,000
Water Testing Charges		10.00.000	14,160
Printing & Stationery		9,152	
Website Expenses			11,500
Meeting Expenses			26,301
Professional & Legal Fees		6,800	
AGM & EGM Expenses			16,777
Office Expenses			855
Internet Expense			6,136
Conveyance			1,640
Bank Charges			509
General Charges			5,623
Rounding off			-69
Total (C)	10,00,000	10,00,000	3,96,055
Surplus before Tax (D=A-B-C)	60,000	10,000	3,56,443

on)

Debabrata Ghosh (Treasurer)

Election Committee UWA Election 2022

Urbana Welfare Association UWA ELECTION 2022

Election / UWA / 2022 / 4

27th June 2022

Hi Everyone

You are hearing from me after some time. The issue of handing over of the common areas of Towers 5 and 6 on rent by the UFM came up and created a furor. Yesterday an EGBM was convened, and certain decisions taken. The issue has been addressed and has taken a logical path.

As discussed in the EGBM, I will step beyond my mandate (which is to conduct the election) and attempt to propose something to the Residents. Hopefully with your suggestions and acceptance we will be able to improve upon these. Hopefully, the forthcoming EC of the UWA will accept the same. This will temporarily address the problems identified, till the formal Registered Welfare Association accepts its AoA.

I have been following the discussions and was the election officer last year. I have perused the AoA. Today too at the EGBM heard the various observations.

Based on the same it can basically be said that the following issues plague the UWA.

- Lack of coordination within the committees and some individuals running UWA without any consideration to the views of the other UWA members.
- Lack of coordination between successive committees. To the extent of a breakdown of communication. (This only harms the residents).
- Lack of communication between committees and the general body of residents.
- Lack of application of mind to the problems that can crop up later when taking decisions or writing something without consulting experts.

Following is a draft SoP (Standard Operating Procedure) (it includes some suggestions given today) which the committee elected should adopt. Let the responses / comments be placed as an agenda in the next AGM so that the same is accepted and adhered to by the committees in future.

Urbana Welfare Association UWA ELECTION 2022

Election / UWA / 2022 / 4

27th June 2022

- <u>Powers of the Executive Committee (EC)</u>
 - A decision of the EC shall be deemed to be a decision of the committee only if agreed and signed by a minimum of 6 of the 9 core office bearers and a minimum 6 of the other 12 members of the EC.
 - A communication be sent by the new EC to UFM / BNRI etc that communications only in the Pad of the UWA be treated as official communication of the UWA.
 - Only official e-Mail id of the UFM to be used. That too, only for the day-to-day functioning and sending scanned copy of attachments.
- <u>Communication with previous committees</u>
 - The outgoing EC (at least 12 members participating) and the incoming EC should have a joint 1st meeting where –
 - The outgoing EC briefs the incoming EC of the entire activities during the previous year and the issues at hand.
 - The outgoing EC and the incoming EC sign a register mentioning the list of documents and papers handed over and taken over. The outgoing EC should also give an undertaking that it has handed over all documents to the new EC.
 - The outgoing EC and the incoming EC jointly select an ombudsman. The ombudsman would address, issues of lack of coordination. The ombudsman should be selected in the 1st Joint meeting of the two committees.
 - Another suggestion was that the P, S and T of the outgoing EC be ex-officio (non-signing) members of the incoming EC?

Urbana Welfare Association UWA ELECTION 2022

Election / UWA / 2022 / 4

27th June 2022

- <u>Communication with the General Body</u>.
 - Minutes of all the meeting should be posted in the residents WhatsApp groups.
 - The minutes should clearly also indicate the total number of meetings held and the attendance record of each member. (This will help the general body see if the representatives they have elected are participating in the activities or not).
 - To ensure resident's response, there should be some gap between the decision and its implementation. To achieve the same, the last line of all minutes should be "these decisions are to be implemented with effect from _____ (a date 7 or 14 days later). Any objection to the decision may be communicated to the UWA before that." This will help communication with the residents and help as a vigilance and crowd source valuable suggestions and insights.
 - There was another suggestion that the committee should publish regular monthly bulletins.

I will look forward to all your valuable suggestions.

Peeyush Pandey Election Officer