

SYLLABUS OF CHM COURSE

Paper No 1: Management of Co-operative Housing Societies

1. History and Movement of Co-operative Societies.
2. Co-operative Housing Management – Concept, Definition, Objects, Functions of Housing Societies.
3. The Maharashtra Ownership Flats Act, 1963.
4. The Maharashtra Apartment Ownership Act, 1970.
5. Types of Housing Societies and their respective functions.
6. Registration of Co-operative Housing Societies.
7. Salient features of Model Housing Societies' Bye Laws.
8. Members, their rights, responsibilities and liabilities.
9. Elections of Managing Committee of Housing Societies.
10. Management of the affairs of the Society.
11. Maintenance of Account Books and Registers.
12. Execution of Conveyance Deed in Housing Societies.
13. Statutory actions and provisions under M.C.S. Act, 1960 and M.C.S. Rules, 1961 related to Housing Societies.
14. Duties and Powers of the General Body and Managing Committee.
15. Obligations of the members in Housing Societies; e.g.,
 - a) Maintenance and repair,
 - b) Use of common areas and facilities and restricted common areas and facilities.
16. Problems and Disputes in Housing Societies and the remedies; e.g.,
 - a) General Body
 - b) Registrar
 - c) Co- operative Court
 - d) Municipal Corporation
 - e) Police Authorities
 - f) Civil and other Courts
17. Funds, their utilization and investment.
18. Redevelopment of Housing Societies.
19. Co-operative Housing Society Manual.
20. Audit of Co-operative Housing Societies and their need and importance

Paper No 2: Accounts

1. Accounting Principles – Definitions – Book-keeping principles – Rectification of Errors – Closing Entries – Bank Reconciliation Statement.
2. Final Accounts – Trial Balance-Receipt and Payment Account-Trading Account-Profit and Loss Account-Balance Sheet-Income and Expenditure Account.
3. Entries of Bills of Exchange-Bills Payable-Bills Receivable-Accommodation Bills.
4. Books of Accounts-Cash Book-Journal-Personal Ledger-General Ledger.
5. Depreciation-Methods of Depreciation.
6. Branch Accounts and Reconciliation-Clearing Entries and Method-Branch Adjustments Accounts.
7. Reserve and Divisible Profits.
8. Valuation and Verification of Assets and Liabilities-Valuation of Shares, Fixed Assets-Stocks and Inventories-Vehicles-Plant and Machinery-Goodwill-Patents.
9. Revaluation of Fixed Assets-Methods and Means-Treatment.
10. Amalgamation Accounts-Legal Provisions-Valuation Methods.
11. Liquidation Accounts-Winding up-Realisation of Assets-Distribution-Limitations.
12. Accounting Ratios-analytical view-concept-various ratios-return on investment, profitability ratios- performance ratios.
13. Cash and Funds flow statements-budgetary provisions.
14. Accounting Standards – 1 to 29 except No. 8 issued by ICAI
15. Introduction to Computerized Accounting
16. Introduction to Cost Accounting
17. Introduction to Management Accounting
18. Social Balance Sheet

Paper No 3: Auditing

1. Audit- Definitions- concept- scope- Types of Audits- Re-audit- Test Audit in regards Co-operative Societies Act-Special audit- C & C Audit- Introduction to cost audit- Social audit- Statutory Audit- Salient features of Co-operative Audit.
2. Internal Control- General Control points- Internal control in computerized environment- Internal check- Internal Audit- Auditor's duty in regards internal control and check- Percentage checking- means and methods.
3. Preparation for audit- pre-intimation- audit programme- audit notes- working papers- Standard auditing policies.
4. Capital and Revenue Expenditure- Deferred Revenue expenditure- Window Dressing.
5. Vouching of trading transactions- purchases-sales- Stocks and inventory checking- credit sales- credit purchases-sundry debtors and creditors- journal auditing.
6. Vouching of credit and debit vouchers- meaning- points to be noted- special points to special expenditure in co-operative societies- detections of frauds-errors and kind of errors.
7. Valuation and verification of Assets and Liabilities- prepaid expenses- outstanding liabilities- contingent liabilities-meaning of verification- methods of verification- revaluation- fixed assets- current assets- intangible assets- plant and machinery- furniture- book debts- goodwill- valuation of share capital- bills payable- outstanding expenses.
8. Standard Auditing policies- introduction to auditing policies issued by ICAI.
9. Depreciation Methods.
10. Reserves- provisions of Co-operative Act- free reserves- other reserves- provisions for bad and doubtful debts and investment fluctuation fund- sinking fund.
11. Special attention to Co-operative society's audit- regarding Banking Regulation Act- Co-operative Societies Act-Assessment of Audit fee and Audit classification.
12. Audit of Government aids to Co-operative societies, credit, non-credit, primary and APEX level and special types of Co-operatives.
13. Liabilities, responsibilities and powers of Co-operative Auditor.
14. Provisions of Co-operative Societies Act regarding audit of societies.
15. Audit Report of Co-operative societies.
16. Special Reports- administrative and criminal- procedure and means.
17. Introductions to Management Audit, Special Audit, Cost Audit and their applicability.
18. Introduction to audit in Computerised Environment.