



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Set up by an Act of Parliament)

Pune (WIRC)

March 3, 2020


NOTICE


The Notice is hereby given to all Members of Pune Branch Managing Committee that, meeting of the Managing Committee Members is called on **Saturday, March 07, 2020** at **5.00 PM** at the Pune Branch of WIRC of ICAI, ICAI Bhawan, Bibwewadi, Pune - 411037.

The Agenda of the meeting is as follows:

1. To read and approve the minutes of the MC meetings held on February 20, 2020;
2. To discuss and plan the forthcoming Programs;
3. Any other matter with the permission of the chair.

All are requested to attend the meeting.

Sd/-

CA. Kashinath Pathare
(Secretary)
Pune Branch of WIRC of ICAI

Sd/-

CA. Abhishek Dhamne
(Chairman)
Pune Branch of WIRC of ICAI

Minutes of the Managing Committee Meeting held on Saturday, March 07, 2020 at 05.00 pm at the Pune Branch of WIRC of ICAI, ICAI Bhawan, Bibwewadi, Pune 411037

A. Following Members were present for the meeting:

1. CA Abhishek Dhamne, Chairman
2. CA Sameer Ladda, Vice chairman
3. CA Kashinath Pathare, Secretary & Treasurer
4. CA Ruta Chitale, Member
5. CA Amruta Kulkarni, Member

B. Leave of Absence was granted to the following Members:

1. CA Chandrashekhar Chitale, (Ex Officio) Central Council Member
2. CA Yashwant Kasar, (Ex Officio) Regional Council member
3. CA Anand Jakhotiya, (Ex Officio) Regional Council member
4. CA Arun Anandagiri, (Ex Officio) Regional Council Member
5. CA Rajesh Agrawal, Member
6. CA Abhishek Zaware, Member

C. As the quorum was present meeting was called to order. Considering the urgent matters listed, short notice for the meeting was ratified.

D. CA Abhishek Dhamne, Chairman welcomed all the members of the Managing Committee.

E. The minutes of the Managing Committee dated. January 13, 2020 And March 20, 2020 were presented, after discussion same were approved by the Members present. It was also decided to minutes be circulated through email to all the members and uploaded on website.

F. Sub Committees of Pune ICAI for the year 2020-21 were tabled and same were approved by the Members present. Members were requested to give Names of the Nominee members on aforesaid Sub Committees within a weeks' time.

G. Following discussion took place on Forthcoming program to be held:

1. National Conference on Bank Audit to be held on 14th and 15th Mar 2020
2. Regional Conference on Internal Audit to be on May 8th and 9th 2020.
3. Program on Cooperative Audit were discussed.
4. Hands on training Program on Share Market - Live Trading be held soon
5. International Taxation related Series be planned.

K Pathare

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Members were requested to suggest topics for any other seminars to be held for members and students and to coordinate the same.

- H. It was proposed by CA Sameer Ladda , under "Any other Matter by permission of Chair" , that bank accounts be operated by either of the office bearers taking into consideration the convenience and timely compliance of routine administration tasks. CA Amruta Kulkarni suggested that Branch Operation Rules be referred. After due deliberations and reference to Branch Administration Rules, it was resolved that, for the year 2020-21 Bank Accounts be operated jointly by **Treasurer and** any one of from the Office Bearers.
- I. Quotation received were approved for the pulping of balance Obsolete Publication Stock. Ms. Swati Khule, Staff was instructed to comply standard procedure and was entrusted with the work to be completed before Mar 31, 2020.
- J. To improve the internet connectivity at the Branch Premises, Quotations for implementation of Internet Leased Line were called for and comparatives of the same were presented in the meeting. After due discussion it was approved by the members present and decided that Internet Leased line be installed. Mr. Deepak Korgaonkar, Admin In-charge to coordinate for further processing.
- K. On suggestion of CA Kashinath Pathare, Secretary and Treasurer, it was decided that, Yearly Vendor Empanelment process be completed before Mar 31, 2020.
- L. Any other matter - With the permission of Chairman

CA Abhishek Dhamne, Chairman and CA Sameer Ladda explained that, meeting with Internal Auditor was held on March 5, 2020 and that he has suggested some points which required attention / noting in the Managing Committee Meeting.

Accordingly, following points were discussed:

- i. The advances paid to all vendors of International Conference for CA Students, other vendors of ongoing/finished work, staff etc. be ratified
- ii. Ratification of the Prestige Point classroom Budget and Rent etc.
- iii. Noting of Purchase Committee for the year 2020-21
- iv. Verification of various statutory deductions and Noting of delayed payment of Profession Tax
- v. Reviewing the Comparison of Budget and Actual of held Events
- vi. Reviewing and noted the Scrap of Fixed Assets
- vii. Reviewing the Bank balances and investment
- viii. Noting the Fact of handing/taking over report and Cash verification as on

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- 20/02/2020 as per handing/taking over format
- ix. Panel of Coaching Classes Faculties be noted.
 - x. Noting work done in respect of e.g. Server Set-up, Firewall, and Interior related work
 - xi. Reading of Monthly Trial balance of January,2020

After verification of relevant documents, and due deliberations above points were noted by the Managing Committee. Accounts Department was duly instructed to proactively put forth routine matters to notice of the Managing Committee Meetings.

- M. CA Amruta Kulkarni, Managing Committee Member raised objection about change in time of Managing Committee Meeting, her view was that the meeting should be held on decided time as per Notice. CA Abhishek Dhamne, Chairman explained her meeting time were revised from 11am to 5pm at specific request of CA Abhishek Zaware, Member on account of medical emergency.
- N. There being no other items to discuss, Meeting was concluded with thanks to the Chair.

Sd/- K Pathare
CA Kashinath Pathare
Secretary

Sd/- [Signature]
CA Abhishek Dhamne
Chairman

