

# CSA<sup>SM</sup>

Co-operative Society Accountant

Duration: 3 Months

## Management, Accounting and Auditing of Co-operative Housing Societies



Co-Operative Society Accountant Program is a unique intermediate program designed for students both graduates & non graduates. The program is catering to the requirement of industry for skilled computer operators with Co-Operative Housing Society accountancy background. The syllabus is designed scientifically so that in a short term the student gains maximum knowledge for handling a co-operative society accounting need.

**Career Opportunities:** Data Entry Operator, Tally Operator, Account Assistant, Junior Faculty, Lab Instructor.

### Module 1–Management of Co-operative Housing Societies

Registration of Co-operative Housing Societies  
Salient features of Model Housing Societies' Bye Laws  
Members, their rights, responsibilities and liabilities  
Elections of Managing Committees

Management of the affairs of the society  
Duties and Powers of the General Body and Managing Committee  
Problems and Disputes in housing Societies and their Remedies.

### Module 2 – Practical Accounting of Co-operative Housing Societies

Practical Accounting of Co-operative Housing Societies in Accounting Software (Exercise)

### Module 3 – Auditing of Co-operative Housing Societies

Internal Control; Capital and Revenue Expenditure  
Vouching of Trading Transactions  
Valuation and Verification of Assets and Liabilities

Liabilities, responsibilities and powers of Co-operative Auditor  
Provision of Co-operative Soc. Act regarding audit of societies  
Audit Report of Co-operative Societies

#### Salient Features:

- ✓ Government Recognised Certificate
- ✓ Batch size of minimum 10 students
- ✓ Training by Industry Experienced Professional Faculties.
- ✓ 100% Job support
- ✓ Eligibility criteria: HSC plus knowledge of Tally.