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:: CHAPTER-IV ::  
PRESENT INFORMATION SYSTEM AND REPORTING TO  
MANAGEMENT

4.1 PRESENT SYSTEM:

Present system involves the system of information and reporting to the management which is in operation. The present system can be classified under three different heads such as -

- a) Media of information
- b) System of information and
- c) Reporting

A) MEDIA OF INFORMATION:

Table 4.1 indicates the means used in the company for transmission of information.

:: TABLE 4.1 ::

MEDIA OF INFORMATION

Oral			Written	
Calling bells	Face to face	Telephone	Reports	Statements

Source: Inquiry schedules

Calling bells are used to call the office boys (Peons) for sending messages to others, for

calling required personnel, or to send some documents to others. The calling bells are limited and are made available only to the top management and to some of the departmental heads.

All the departments are connected with one another with the help of telephones, the telephone the telephone can be used for transmission of information.

The important matters are transmitted only with the help of face to face discussion method. This is the best policy of the management. In case of written communication mostly reports and statements are used. Graphic presentation of information is neglected.

B) SYSTEM OF INFORMATION:

System indicates the way or procedure of transmitting information. Table 4.2 indicates present system of information and reporting to management.

In case of functional system every departmental heads use to get the required information from their and submit the same to the director or General Manager whenever called upon either orally or in writing.

In case of integrated system of information a weekly meeting of the Director and General

Manager alongwith all the departmental heads is called upon on every Wednesday. This meeting is known as " Executive Meeting' In this meeting the performance of every department is evaluated, problems are solved and future actions are planned.

Board of Directors use to meet on every Saturday. This Board meeting is held only two time in a month in this meeting the performance of the entire factory as a whole is evaluated, long range policies are made and the decisions relating to the objectives of the business are taken.

C) REPORTING:

Reporting is done on the same basis as mentioned above i.e. receiving the information from the subordinates and submitting the same to the superiors. Table 4.3 indicates how reporting is done in THE GHATAGE PATIL AUTOMOBILES LTD., KOLHAPUR.

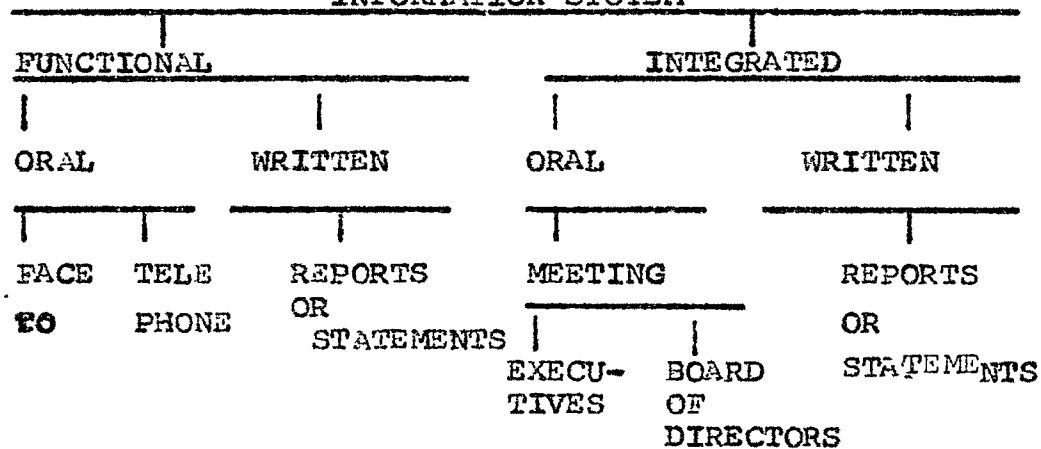
But as mentioned in scope and limitations of the study the details are given regarding the system of reporting in respect of financial control of working capital.

There is no financial controller in the company. The finance functions are performed by the Accounts Officer very recently he has been promoted as a Dy. Manager( Finance ).

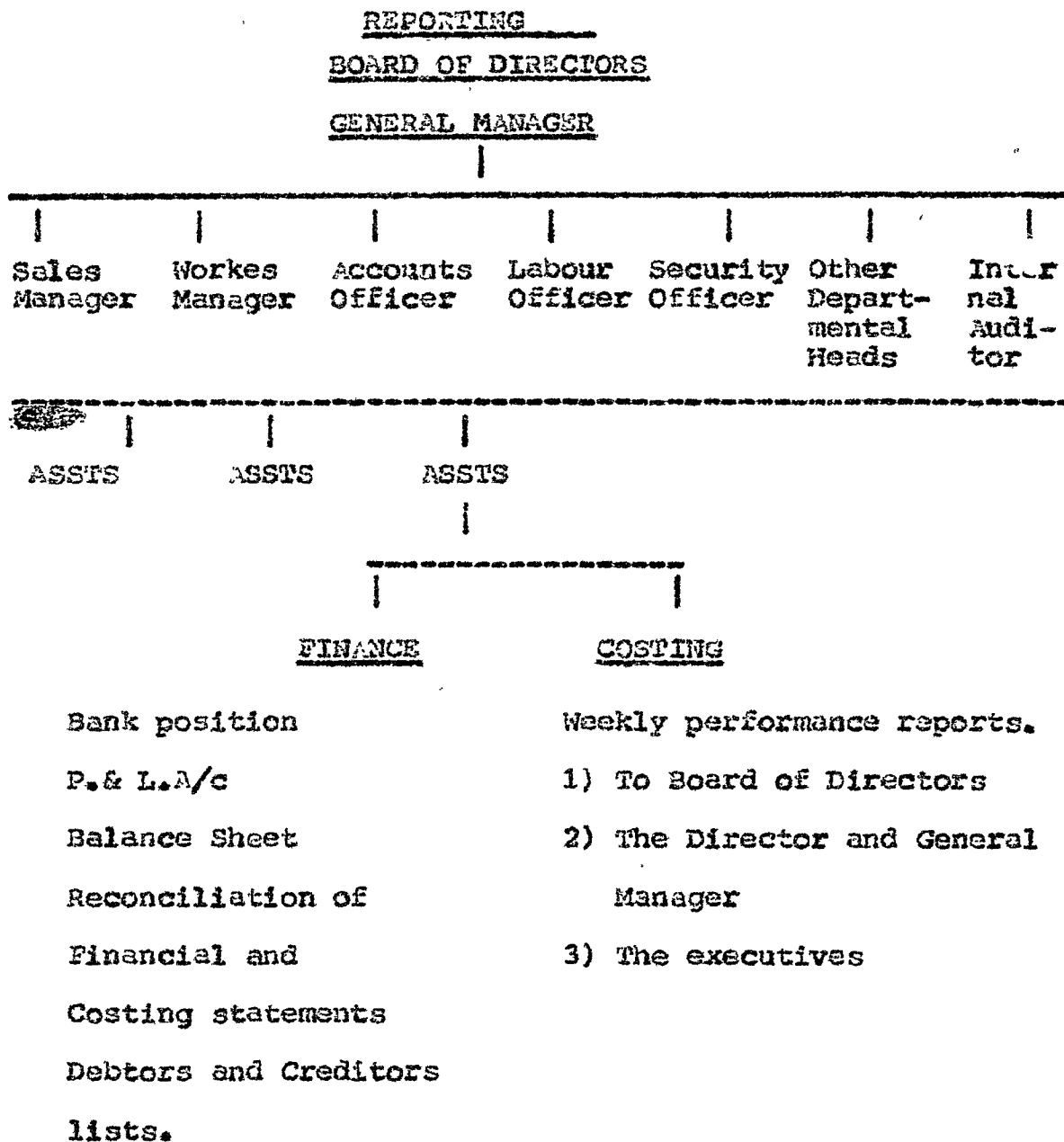
Table 4.3 indicates that head of the Accounts Department i.e. Dy. Manager (Finance) reports to the Board of Directors, Director and General Manager. As shown in Table 4.3 his reports include financial as well as costing reports. Some of the reports are daily, some are weekly, monthly and quarterly. The blank forms of these reports are shown in the next part of this Chapter.

As a part of control techniques the internal auditor directly reports to the top management. This is the best policy of the company. His report includes comments on the operations of the company, as well as ratio analysis on the interior financial accounts.

TABLE 4.2  
INFORMATION SYSTEM



Source: Inquiry Schedules.

TABLE 4.3

Source: Inquiry Schedules

#### 4.2 COLLECTION OF DIFFERENT DOCUMENTS USED

##### IN THE PRESENTING SYSTEM

#### 4.2 1) ROLE OF DOCUMENTS

In every business organisation there must be recording as well as documentary is, one of the

- 18) Bill
- 19) Consolidated Reports of workshop
- 20) Daily Report submitted to A/c.
- 21) Tour Allowance Form
- 22) Tour Expenses Bill
- 23) Common Section Daily Development Report.
- 24) Supply Memo
- 25) Invoice
- 26) Absenteism Record
- 27) Consolidated Reports of Vehicle Sales.
- 28) Commins Store Bill
- 290 Commins Store Cash Memo
- 30) Debtors Ledger
- 31) Creditors Ledger:
- 32) Discrepancy Report
- 33) Cash Memo
- 34) Sales Returns