

ANNEXURE-1
QUESTIONNAIRE

GENERAL

- 1) The company was registered with an authorized capital of Rs.500000/- divided in to 500 Eq. Shares of Rs.1000/- each, which was further increased up to Rs.3000000/- (3000Sh. Of Rs.1000/- each). When was authorized capital increased?
- 2) When the company actually started its business?
- 3) Is there any prescribed limit to raise the capital from each eligible member? (please specify)
- 4) How many members are there? What is the contribution of each eligible member? Is there a prescribed limit to raise the capital?

ORGANIZATION STRUCTURE

- 5) What is the organization structure?
- 6) What are its main functions?
- 7) Please give the names of Directors, Chairman and Managing Director.
- 8) Are there various departments/sections in the organization structure?
If yes give the names of each department and head of the department.

FINANCE DEPARTMENT

- 9) Is there a separate finance department?
- 10) If there is no 'finance department', how is the financial management carried out?

- 11) If yes, what is the designation of the person in charge of the finance department? What is his name?
- 12) What powers/authority he has?
- 13) Are there any other persons who support the finance head? If yes, how many. Can you give their names (immediate assistants).
- 14) What are the general finance functions carried on in the organization?
- 15) The company is regularly getting "Rent" (as a source of other income). Which asset has been given on lease?
- 16) What is the policy of the enterprise with regard to the working capital management?
- 17) What are the major factors influencing the size of the working capital?
- 18) What is the policy of the concern in utilizing the following internal sources of funds?
 - Retained Earnings
 - Depreciation
 - Provision for taxation etc.
- 19) What is the policy of the concern in utilizing the following long term sources of funds?
 - Share Capital
 - Term Loan from Banks
 - Grants etc.
- 20) Is there a separated department for cash management?
- 21) Who is authorized to deal in cash management?
- 22) Who checks and tally the cash book and safe?
- 23) Does the company fall short of cash in the recent past?
- 24) If yes, when and why? How could it overcome the shortage?
- 25) Does the company allow cash discount?
- 26) Who prepares cash budget?

- 27) What are the other budgets prepared by the company?
- 28) Does the company prepare weekly or monthly cash flow reports in order to control the level of cash?
- 29) What are various techniques you adapt to control the outflows and inflows of cash?
- 30) What is the policy of the concern in securing funds for working capital requirements? Is the company getting any subsidy or grants or loan from government to finance its activities?
- 31) If yes, please state its nature and magnitude.

PETSONAL FACTOR

- 32) Please give the information in respect of:
 - i) Total no. of employees
 - ii) There classes(if any)
 - iii) Working hours
 - iv) Labor Turnover Ratio(if any)
 - v) Training to workers(if any)
 - vi) Recruitment and selection procedure(if any)
 - vii) Pay scale
 - viii) Provident Fund, Employee Contribution Fund, Welfare Fund etc.

ANNEXURE-2 : PROFIT AND LOSS STATEMENT FROM 2000-01 TO 2005-06

(Rs in lakh)

PARTICULARS	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
INCOME						
Processing Charges	268.52	308.09	395.49	498.40	632.34	718.48
Sale of Wastage	0.53	0.57	0.58	0.57	0.66	0.68
	269.05	308.66	396.07	498.97	633.00	719.16
OTHER INCOME						
Water Charges	0.74	0.30	0.00	0.00	0.00	0.00
Freight	0.00	0.25	0.00	0.00	0.00	0.00
Rent	0.40	0.40	0.40	0.40	0.45	0.80
Profit on Sale of Asset	0.02	0.00	0.94	0.00	1.00	0.14
Profit on Sale of Cloth	0.34	0.17	0.00	0.49	0.17	0.80
Subscription Refund	0.00	0.00	0.39	0.00		0.25
Excise Rebate	0.00	0.00	0.06	0.00	0.00	0.00
Divided	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1.50	1.12	1.79	0.89	1.62	1.99
TOTAL INCOME	270.55	309.78	397.86	499.86	634.62	721.15
MANUFACTURING EXPENSES						
Gross Profit	207.21	237.85	309.48	386.57	511.05	588.11
Other Income	61.84	70.81	86.59	112.40	121.95	131.05
	1.50	1.12	1.79	0.89	1.62	1.99
	63.34	71.93	88.38	113.29	123.57	133.04
Administrative and Other Expenses	55.98	61.30	73.67	88.62	110.45	146.73
Net Profit	7.36	10.63	14.71	24.67	13.12	-13.69

ANNEXURE-3 : CONDENSED BALANCE SHEET OF SWADESHI D/B MILLS PVT. LTD (Rs in lakh)

PARTICULARS	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06
FUNDS EMPLOYED						
Share Capital	27.25	27.25	27.25	27.25	27.25	27.25
Res. & Surplus	37.71	35.01	35.01	35.01	35.01	35.01
Profit & Loss A/C	64.96	62.26	62.26	77.40	90.53	76.85
LOANS						
Secured Loan	24.03	18.48	24.80	25.19	33.03	103.41
DEPOSITS						
From Member	36.80	30.71	46.26	34.05	45.87	46.43
	125.79	111.45	133.32	136.64	169.43	226.69
APPLICATIONS						
Fixed Assets	38.93	36.61	59.90	68.48	82.67	151.21
Investments	0.02	0.02	0.02	0.02	0.02	0.02
CURRENT ASSETS & ADVANCES						
Closing Stock	17.53	8.73	5.32	8.07	10.48	13.64
Sundry Debtors	61.36	61.30	102.33	125.97	147.90	137.38
Cash & Bank B	2.22	2.45	1.02	5.27	0.83	4.22
Loan and Advances	17.08	14.07	16.71	22.79	29.98	12.52
	98.19	86.55	125.38	162.10	189.19	167.76
Less Current Liabilities & Provisions	46.22	35.97	61.51	93.95	102.45	92.30
	51.97	50.58	63.87	68.15	86.74	75.46
PROFIT & LOSS A/C						
As per Last B/S (Loss)	42.23	34.87	24.24	9.53		
Add: Net Profit for the year	7.36	10.63	14.71	9.53	0.00	0.00
	34.87	24.24	9.53	0.00	0.00	0.00
	125.79	111.45	133.32	136.65	169.43	226.69

