



# Five Gardens Co-op Housing Society Ltd.

Reg. No. NBOM/CIDCO/HSG(T.C.)10807/D.R/Year 2025-2026 Dt. 19/08/2025

Plot No. 10, Sector 09, Nerul (East), Navi Mumbai - 400 706

Date: 28<sup>th</sup> September 2025

To,

Manish K. Soni  
402, Shree Arihant Krupa CHS,  
Plot No 27C, Sector-11,  
Kopar khairane, Navi Mumbai - 400709

**Subject: Appointment Letter for Society Accountant.**

Dear Mr. Manish,

We take pleasure to inform you that after discussion within our committee members, you are hereby appointed as our "Society Accountant" w.e.f. 01<sup>st</sup> October 2025 for our society "Five Gardens Co-Op Housing Society LTD" located at Plot No. 10, Sector-09, Nerul, Navi Mumbai - 400706.

As discussed, your monthly remuneration for the Accounting work will be Rs. 5,000/- (Rupees Five Thousand Only) and Auditors Fees will be payable extra as per Auditors Audit & Professional Fees Bills.

Sr. No.	Scope of Work
1	Monthly / Quarterly Tally Generated Maintenance Bills
2	Computerised Accounting of Society in Tally Software
3	Updating of Receipts & Payment Entries
4	Generation of Monthly Members Receipts
5	Maintenance Bill sent on Mail, WhatsApp & hard copy provided to Society
6	Monthly Members Collection, Receipts & Outstanding Statement
7	Issue of Notice to Members for defaulters Payments
8	Collection & Depositing of Maintenance Cheques.
9	Updating of Society Bank Passbook or Obtain Bank Statement.
10	Calculation of Interest on Members Late Payments.
11	Updating of Bank Book / Ledger for Payments in Tally
12	Updating of Cash Book / Ledger for Expenses in Tally
13	Trial Balance, Income & Expenditure & Balance Sheet
14	Finalization of Accounts at the year end
15	Preparing NOC Letters for Members (Re-Sale & Rental)
16	Maintaining Society Statutory Records
17	Maintaining Flat Wise Records (Sale Deed & Rental Agreement)
18	Fulfil of Audit requirements as per Auditor required.
19	Writing AGM Minutes of Meeting

For Five Gardens Co-op Housing Society Ltd.

*M. P. Soni*  
25/10/2025

*M. P. Soni*  
Chairman

*M. P. Soni*  
Secretary

*M. P. Soni*  
Treasurer