



GUIDELINES FOR THE FORMATION OF WOMEN DEVELOPMENT GROUPS

IN THE REPUBLIC OF AZERBAIJAN

A KUDUMBASHREE & WORLD BANK PROJECT
2018

CONTENTS

Introduction.....	2
1. The basics of Women Development Groups.....	3
2. Formation of Women Development Groups – Methodology.....	3
3. Group composition and functions.....	8
4. Role of office bearers of the Women Development Group.....	10
5. Basic rules to be followed by the Women Development Groups	11
6. Assessment of the activities of Women Development Groups-Grading.....	11
7. Book Keeping by the Women Development Groups.....	13

Introduction

Republic of Azerbaijan, located west of the Caspian Sea, borders Iran, Russia, Georgia, Armenia, and Turkey. The Republic has a population of 9.6 million at a population density of 113 persons per square kilometre. The country has a presidential system of democracy. Its language is Azerbaijani and the currency is Manat. Dominant religion is Islam covering 97% of the population. The country is rich in natural resources with abundant resources of petroleum and natural gases. Capital is Baku, on the Caspian Sea; the country with 78 cities has 53% of its population living in urban areas.

The World Bank supported Azerbaijan Rural Investment Project (AzRIP), in collaboration with the Embassy of the Republic of India has initiated a programme for creating Women Development Groups (WDG) in Azerbaijan. The objective behind forming Women Development Groups is to support families in generating sufficient income to address the issue of economic insecurity and indebtedness. The groups thus formed will be able to generate sufficient income and manage their savings. Through mutual support, at the end of six months, the group can provide members with small loans for business purposes or in times of financial stress. Since Women Development Groups deal with the savings of its members, the structure and process needs to be clearly designed.

The guidelines for the formation of WDG intends to serve the purpose of providing a quick glimpse on what Women Development Groups are and the purpose of its formation. It will also give information on how to form a WDG, administrative procedures to be following and other internal regulations.

The guidelines have been developed by Kudumbashree, a women's community based organisation in the south Indian state of Kerala. Kudumbashree has also been involved in the formation of the groups in Azerbaijan, which is on the lines of the community organisation model implemented it in Kerala. Kudumbashree is a twenty year old organisation with 4.3 million women as members. Kudumbashree network has developed several models of rural enterprises that are owned and operated by women. Some of the enterprise models have gained national and international attention and have been adopted for replication as scalable enterprise models for enhancing women's incomes and leading to local economic development.

1. The basics of Women Development Groups

Women Development Groups (WDG) are small informal associations of 15-20 women created for the purpose of enabling members to reap economic benefit out of mutual help, solidarity, and joint responsibility. The benefits include mobilisation of savings and credit and pursuit of small businesses for economic progress. The group-based approach not only enables the women to accumulate capital through small savings but helps them access formal credit too. These groups by way of joint liability enable the women to overcome the problem of collateral security and thus free them from the insecure and informal credit. The joint liability not only improves group members' credit access, but creates mechanisms like peer monitoring leading to better loan recoveries also. Besides, some of the basic characteristics of WDGs such as the small group size and homogeneity of composition bring about cohesiveness and effective participation of members in their functioning.

Objective of creating WDGs is to be able to reach out to women effectively, help them obtain easy access to savings and credit and provide opportunities for enhancing their incomes.

2. Formation of Women Development Groups – Methodology

The following methodology is recommended for forming Women Development Groups (WDGs).

2.1 Identification of Stakeholders and Stakeholder Consultations

In the project context, the term 'stakeholder' is defined as persons having direct or indirect interest in the formation and functioning of Women Development Groups. There could be persons who have a direct interest; there could also be those with varying degrees of indirect interest. Therefore, we may classify them into a few categories, this classification is only to facilitate better understanding, and there could be alternative classifications too.

1. Primary stakeholders
2. Secondary stakeholders
3. Tertiary stakeholders

While women in the villages form their groups and run them, they themselves are the primary stakeholders. Their family members too would qualify as primary stakeholders. Representative of the Chairman of Rayon Executive committee, Municipal Chairpersons, Officials of related government departments, teachers of schools, and colleges and teachers / workers of the Kindergarten schools, project team of AzRIP form secondary stakeholders. Bank officials,

merchants, dealers, milk collection units, and chicken incubation centres in the village, for instance, can be considered tertiary stakeholders.

Type of Stakeholders	Nature of stakeholders
Primary Stakeholders	<ul style="list-style-type: none"> ▪ Women ▪ Family members
Secondary Stakeholders	<ul style="list-style-type: none"> ▪ Representative of the Chairman of Rayon Executive committee ▪ Municipal Chairpersons ▪ Officials of related government departments ▪ Teachers of schools and colleges ▪ Teachers/workers of the Kindergarten schools ▪ Project team of AzRIP
Tertiary Stakeholders	<ul style="list-style-type: none"> ▪ Bank officials ▪ Merchants and Dealers ▪ Milk collection units ▪ Chicken incubation centres

Stakeholder identification can be done through the following steps.

1. An initial discussion within the AzRIP team
2. A participatory discussion with the Municipal chairperson and a few community leaders

Once the stakeholders are identified, the AzRIP team can classify them into three categories as mentioned above. The project team (AzRIP in this case) should also prepare a list of key stakeholders for holding one-to-one consultations.

Key stakeholders are decision makers and policy makers of the government as well as local governments. It is important to meet them, brief them on the programme, and solicit their suggestions as well as cooperation for the programme.

2.2 One to One Consultations with Selected Secondary Stakeholders

The next step after identification of stakeholders is to conduct consultations with them by a group of senior members of the project team. In the project context, one to one meetings should be held with the Chairman of the Executive Committee before starting work in a Rayon, and with the Municipal Chairperson before starting work in a Municipality.

2.3 Data Collection

Before the actual implementation of the project it is often advisable to collect some background information on the area to be covered. Such information will help in describing broad features and trends of the area concerned, covering different aspects at different points of time. Sources of such data can be primary and secondary. The following table details different source of primary and secondary data

Type of data	Description
Primary data	The primary source constitutes materials gathered first hand and having direct relationship with people, situations or events. Examples can be data collected through interviews, surveys, group discussions and observations during field work.
Secondary data	The secondary source of data can be found in published materials which may include transcript or summaries of primary source materials. Some other secondary sources are information collected from books, reports, maps, plans, official records, and census reports.

In the present context of forming Women Development Groups, we may not require large data base. However, we may require simple data to assess the socio-demographic profile of the community. Data on the following indicators can be collected

- ✓ Population of the Rayon/Municipality
- ✓ Male/Female population
- ✓ Age wise stratification
- ✓ Number of Households
- ✓ Average size of the families
- ✓ Infrastructural facilities in the community (eg. roads, water supply, sewerage, telecommunication)
- ✓ Average land holdings per household
- ✓ Occupation of the people
- ✓ Major source of income of the families
- ✓ Livestock
- ✓ Community facilities and institutions like hospital, schools, community halls etc.

Data thus collected would be sufficient to make a realistic assessment of the socio demographic profile of the area where the project is proposed to be launched. The data can be collected from the key stakeholders and government offices like Municipality, line departments, local level educational and technical institutions.

2.4 Community Meetings

After stakeholder analysis and data collection the next important step that follows is to have direct interaction with the community. A meeting of the primary and secondary stakeholders may be convened at a conspicuous place so that people can easily attend and give visibility to the activity. The stakeholders of the tertiary category can be consulted subsequently for the smooth and effective functioning of the groups. The composition of the first community

meetings should be aimed at creating a conducive environment in the locality to launch the project. Therefore, it should be inclusive across gender, political, economic, social, or cultural divisions.

The project team should introduce the concept of Women Development Groups in the community meetings and explain the following briefly but clearly.

- ✓ Objectives of the groups
- ✓ Functions of the groups (regular meetings, regular savings, book keeping, credit, enterprise promotion)
- ✓ Office bearers (president, secretary) and their elections
- ✓ Role of office bearers
- ✓ Weekly meetings
- ✓ Savings and credit activities
- ✓ Bank account
- ✓ Book keeping
- ✓ Safe handling of group's funds

The community meetings should give enough opportunity for the people attending the meeting to clarify all doubts and also to participate in discussions to raise their opinion. The opinion / suggestions coming from the discussion should be valued and given importance in designing the project. These meetings will help in developing confidence among women and could obtain the support of the elders and partners in family. The Community Mobiliser or the Key person attending the meeting on behalf of the AzRIP should be well equipped to answer the queries / questions and suggestions coming from the stakeholders.

2.5 Exclusive meetings of Women - the target group

The next step is to organize an exclusive meeting of women in the locality. It may be convened for a free and frank discussion on the socio economic problems faced by the families especially women and the need to reap economic benefit out of mutual help, solidarity, and joint responsibility. For this purpose, location of the meeting (identifying the neighborhood), venue (house in which first meeting of the group takes place), date and a convenient time should be fixed upon. Once it is done, the identified group members may be called upon to attend the meeting. If the participation of the meeting is not up to the expectation of the organizers, the community mobiliser with the support of elders / prominent persons in the locality may visit the houses and discuss with the women members of the family and invite them to join the group at their convenience.

The purpose of the meeting should be:

- ✓ To form a women development group in their neighbourhood
- ✓ To build confidence among women to come together and take up joint responsibility
- ✓ To make them aware unity is strength
- ✓ To create an informal organisation to make formal savings and credit

- ✓ To make them aware of the livelihood opportunities available for them and to create an obsession to earn additional income for the family
- ✓ To create a platform for open discussions on the issues faced by women
- ✓ To identify the prospective members of the Group
- ✓ To fix location/ venue and date and time for taking the first meeting of the Group

2.6 Group formation and activities

The above steps will help in the formation of a Women Development Group. The first meeting of the Women Development Group may be convened at a pre decided venue, date and time. The meeting may be conducted based on a well set agenda which is described below:

Agenda for the first meeting of WDG

- ✓ Welcome address by the hostess (the woman who hosts the meeting)
 - ✓ Introduction to the Group activities (explain the objectives and concept of forming the WDG as mentioned in 1 & 2.4) by the Community Mobiliser
 - ✓ Identification and reporting of members and marking attendance
 - ✓ Election of office bearers – Chairwoman and Secretary
 - ✓ Adopting a name for the Group through consensus
 - ✓ Discussion and decision on the following
 - Amount that could be saved and deposited by each member during weekly meetings
 - Identification of a bank branch and opening bank account jointly by the Chairwoman and Secretary of the group
 - Type of registers and documents to be maintained by the group
 - Next meeting venue, date and time (it is better to have a fixed day and time for all weekly meetings)
 - ✓ Preparation of minutes of the meeting and read it out and seek approval of the group
 - ✓ Vote of thanks by the Secretary or any one member
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The agenda for the subsequent meetings will differ from the first one as the group transitions into the next stage after the initial formation. The agenda may include

Agenda for subsequent meetings

- ✓ Welcome address by the hostess (the woman who hosts the meeting)
 - ✓ Self-introduction by members and marking of attendance
 - ✓ Reporting by the Chairwoman / Secretary on the following
 - Activities of the group during previous week
 - Information received from AZRIP, if any
 - ✓ Collection of savings during the current meeting
 - ✓ Discussion among the group members on the following (may not be restricted to the below points)
 - Any issues concerning the group's activities
 - Exploring the possibilities of enhancing avenues for livelihood
 - Suggestions from members to strengthen the activities of the group
 - ✓ Updating registers and other books
 - ✓ Preparation of minutes of the meeting and read it out and seek approval of the group. The accounts details should be reported along with minutes at the end of the session.
 - ✓ Deciding on the next meeting venue, date and time (it is better to have a fixed day and time for all weekly meetings)
 - ✓ Vote of thanks by the Secretary or any one member
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3. Group Composition and Functions

The composition and functions of a Woman Development Group is mentioned below:

Particulars	Description
Age	The age of the members may be between 18 to 65
Group size	The ideal size of a group shall be between 10 to 20 persons (In a bigger group members can not actively participate)
Locality	Members of the group shall be from the same locality / neighborhood (Will enable the members to know each other and easy to create trust among them)
Membership	Household may be given membership in the group represented by one woman so that more households can join the group. If more than one family live in one household each family may be given membership.

Maintenance of records	The group should maintain minimum records such as Minutes book, Membership register, consolidated Cash Book, Individual Pass Book and Savings and Loan register in prescribed format.
Office bearers	Group should have minimum two office bearers like Chairwoman and Secretary which will be rotated among members after three years. They may be elected from among the members of the group by consensus. This will help in creating leadership qualities among all members.
Frequency of meetings	The group should meet regularly every week and attendance in meeting is compulsory. Group should meet in houses of the members on rotation.
Savings	The group members should decide on the amount of savings to be deposited in each weekly meeting and it should bring to the meeting without default. Normally the amount will be fixed taking in to account the affordability of the members especially the economically weakest member to ensure financial inclusion.
Opening of bank account & its operations	The group should have a bank account jointly operated by the Chairwoman and Secretary of the Group. The group by resolution authorizes the Chairwoman and Secretary to open the bank account in a designated bank branch. The savings collected from the members shall be deposited in the bank account by the Secretary on next working day itself. Office bearers or any member shall not hold the money on hand.
Conditions for withdrawal/loan	No withdrawal / loan should be allowed during first six months (Lock in period). This is for allowing the corpus to grow and enable the members to take loans after six month.
Subscription fees	Each member may be charged a nominal amount every month to meet the administrative and operational expenses of the group. The amount can be used to purchase books, records, pens, pencils and other essential stationery items as required. The amount can also be utilized for providing refreshments to the members during the meeting. However the amount to be charged as subscription fees should be agreeable to all the members.
Meeting additional expenses	Amount that would be required for meeting expenses as per decision of group other than savings should be collected separately from members in addition to the savings amount and accounted (Example: Group decide to organize a picnic to a tourist location, decides to contribute a sum to a family function of a member, decide to contribute an amount for charity purpose etc)

The project team from AzRIP should ensure that no family in the given neighborhood is excluded on any ground (social or economic) from becoming a member of the Group. At the project level, it should also establish a grievance redressal mechanism / trouble shooting for immediate and timely interventions to address the complaints or to clarify doubts from the field. The contact numbers of the officials may be made public and communicated to groups.

4. Role of office bearers of the Women Development Group

The office bearers responsible for carrying out the functions of Women Development Group are the Chairwoman and the Secretary. Their roles have been briefed below

Chairwoman

- ✓ To chair the meetings of the Group
- ✓ To maintain discipline and decorum in the conduct of group meeting
- ✓ To open account in the bank as joint signatory along with Secretary on behalf of the group
- ✓ To represent group in meetings organised by the AZrIP or any other agency / organisation
- ✓ To attend training programmes organised by the AZrIP
- ✓ To oversee the recording of minutes, accounts, maintenance of registers etc
- ✓ Conflict resolution in case of any rift taking place in the group
- ✓ Any other responsibilities assigned by the AZrIP / Group from time to time

Secretary

- ✓ To open account in the bank as joint signatory along with Chairwoman on behalf of the group
- ✓ Convene weekly meetings regularly
- ✓ Ensure 100% attendance in the meetings
- ✓ Collection of savings from the members and deposit the same in bank account on next working day itself
- ✓ Reporting of important events that have taken place after the previous meeting
- ✓ Maintain Books of records
- ✓ Recording of minutes and obtaining approval of the group by reading out in the meeting
- ✓ Reporting accounts details to the group on every weekly meetings
- ✓ Execute / implement decisions of the group
- ✓ Attend training programmes organised by the AZrIP
- ✓ Represent Group in official meetings of AZrIP, Municipality and other agencies and report back the deliberations and decisions to group
- ✓ Assist Chairwoman in conflict resolution and other activities
- ✓ Any other responsibilities assigned by the AZrIP / Group from time to time

5. Basic rules to be followed by the Women Development Groups

The following Rules should be followed by all members of the group scrupulously

- ✓ The size of the group shall be 10 to 20 persons
- ✓ All families in the same neighbourhood shall be covered without any restriction on socio economic criteria
- ✓ The office bearers shall be elected by the members
- ✓ The office bearers should be in position and vacancy if arises should be filled up immediately
- ✓ Meetings of the group shall be held every week
- ✓ All members should attend the weekly meetings
- ✓ All members should bring savings to the meeting
- ✓ Books of records should be maintained properly
- ✓ The savings amount collected should be remitted to bank account on the next working day
- ✓ No loan / withdrawal allowed during first six months
- ✓ Members of the group encouraged to discuss issues related to livelihood

6. Assessment of the activities of Women development group (WDG) – Grading

The activities of the Women Development Group need continuous monitoring and evaluation for examining its effectiveness and efficiency as a group. This is basically done through the grading exercise. Grading is an activity which is performed after six months of the formation of the WDG by evaluating and assessing its performance in relation to specific factors. A transparent methodology can be evolved to make the assessment effective which will enable the members to understand their efficiency and drawback if any, as a group. Grading essentially needs to be done prior to starting of lending activities by the group. It shall be done byAdditional factors can be added once the group starts its lending activities. The following check list will help the group to make self-assessment and also the community mobiliser / official of the external agency like AZRIP to evaluate the performance.

Checklist to assess the performance of the woman development group

Sl. No	Factors to be checked	Very good	Good	Unsatisfactory	Remarks
1	Structure of the group- Size of the group	15 to 20	10 to 15	Less than 10	Group size should be between 10 to 20

2	Period of operation	6 months and above	4-5 months	Less than 4 months	Official grading may start after 6 months of formation
3	Regular weekly meetings	Meeting conducted every week		Less than 4 meetings in a month	Weekly meetings should be regular
4	Attendance in weekly meetings	100%	90%	Less than 90 %	Absence in meeting cannot be tolerated. In case of emergency the member should apply for leave and group may sanction leave
5	Recording of discussions	All discussions and decisions recorded		Not recorded	All discussions and decisions recorded in Minutes book
6	Participation in discussion	High level of participation (more than 75% members participate)	50 to 75 % participate	Less than 50% participate	All members to take part in discussions
7	Promotion of savings	100% participate	90 % participate	Less than 90%	All members to contribute savings regularly
8	Collection of savings	Collected on the day of Meeting	Collected before or after the meeting	House to house collection	Amount to be collected only at the time of meeting
9	Decision making	All members jointly / unanimously take decisions		Chairwoman and Secretary take decisions	Decisions should be unanimous
10	Maintenance of Accounts	All registers maintained properly		Not maintained	Books of accounts to be maintained up to date

Marks to be awarded based on performance of the WDG

Very good : 10 points

Good : 5 points

Unsatisfactory : No points

To pass the grading process the group should get minimum 90 points

7. Book keeping by the WDG

Accurate book keeping is vital for a smooth and healthy functioning of the WDG. It promotes long term stability of the group by assessing the financial status on a regular basis, thereby building confidence and unity among the group members. Although initially the transactions of the WDG may be small and limited, it may increase in proportion and value eventually.

Points to be considered

- Simple and clear books for all transactions to be maintained.
 - Secretary of the group to have the responsibility of updating the registers in every meeting
 - If no member is able to maintain the books, someone should be engaged by the group for the purpose. Community Mobilizer can also help.
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Hence the Book Keeping System must be able to accommodate the needs of the future. The office bearers of the WDG should ensure that a proper book keeping system is maintained from the beginning.

Generally, the Secretary of the WDG is responsible for book keeping by recording the details like attendance, savings, credit transactions, proceedings of the meeting and other information pertaining to the group in the meeting itself. She also updates individual passbooks. At the end of the meeting, cash is tallied and the minutes are read and signed by the President and Secretary. The books of the WDG (except member passbooks) are kept with President/Secretary. Tampering with the books and overwriting in the books is not allowed under any circumstances. The secretary also has the responsibility of preparing monthly progress report and to assist in conducting the annual financial audit of WDG.

The following are the registers need to be maintained by each Women Development Group.

1. Membership Register/Admission Register
2. Meeting Minutes book
3. Individual Pass Book

4. Savings & Loan Register
5. Comprehensive Register/Weekly Register/Cash Book

7.1 Membership Register/Admission Register

The Membership Register/admission Register provides a status record of members at the time of joining the WDG. It is an important book since it gives base information on each member at the time of joining the group. It will also help in making periodic assessment on the impact of WDG membership in the lives of its members. Hence, office bearers need to ensure that the information pertaining to each member is filled accurately.

The following points need to be considered while creating the Membership Register/Admission Register:

- The first page of the Admission Register should contain an index listing member's names in order of membership and indicating the page number allotted to each person.

Table 1. Index of Model Membership/Admission Register

INDEX	
Name of the member	Page number
ABC	2
XYZ	3

- Each person must be given a membership number at the time of joining. The serial number in which a person joins in WDG also becomes her membership number. Membership numbers are important because many women may have the same names. Allotting specific numbers makes it easy for responsibilities to be regularly rotated among the members in serial order.
- Each member must be allotted a separate set of pages in the Membership/Admission register.
- When a member leaves the WDG her number must be kept vacant and not allotted to anybody else (for example, a new person joining the group), as it will cause confusion. Her page in the Admission Register must record that she is no longer a member. Her reasons for leaving must also be recorded. The Admission register is not something to be filled as a matter of routine. If it is correctly filled and regularly updated as new facts come to light or changes occur in the family can become a valuable database.

Table 2: Format for an individual member's page of Model Membership/Admission Register

Model Membership/Admission Register

1. Name of the Member:
2. Serial No/Membership No:
3. Address:

4. Date of Birth:
5. Educational Qualification:
6. Annual income of the family:
7. Date of Joining WDG:
8. Signature:
9. Date of Leaving WDG:
10. Reason for leaving WDG:

11. Other important information:

1. Meeting Minutes Book

7.2 Meeting Minutes Book

The Minutes Book is of primary importance to the WDG as it records the transactions, decisions and resolutions made by the group members. It acts as a source book for all other information related to the group. The book keeper should ensure that all the points of discussion, proceedings of the meetings, list of the members present and decisions taken during the course of the meeting are recorded in the Minutes Book. A well-kept Minutes Book is a sign of a healthy WDG.

The Book Keeper should particularly ensure the following:

- ✓ Proper bound register should be maintained for recording the minutes.
- ✓ Pages of the register should be pre-marked and in serial order. This will serve as a precaution against inserting pages in between subsequently.
- ✓ Register should also be serially numbered to ensure that any book is not lost.
- ✓ Each meeting should be serially numbered along with the date of occurrence.
- ✓ There should be no blank spaces in between written matters in the Minutes Book. It might run a risk of any subject being subsequently inserted and made to appear as if it is with the consent of all the members.
- ✓ At the end of each meeting the minutes should be read to the group before obtaining the signatures of President/Secretary.
- ✓ A new register should be used only when the old one is fully utilised. If for any reason the old one has blank pages left, it must be cancelled before taking the new one.

The Minutes Book is unique in terms of recording information, as it is the only book that has information on both financial and non-financial matters of the group. It essentially demonstrates the thought process, creativity, range of vision and aspirations of the group. A well recorded Minutes Book will give accurate information on regularity of the meetings conducted by the WDG and attendance of the members at meetings as well as reflect transparency in financial matters and participatory decision making.

Table 3: Model Minutes Book

Date:	Place:	Time:
Meeting number	Chair	Attendance :

Participation in Meeting

Name of members

Signature

- 1.....
- 2.....
- 3.....
- 4.....

-
-
-
-

Agenda topic:.....

- 1.**
- 2.**

Discussions

-
-

Decisions taken

- 1.....
- 2.....

Signature

Signature

President

Secretary

7.3 Individual members pass book

Each group will provide every member with an individual pass book that will give information on the savings made by the member till date. The individual member’s pass book acts as a proof of the money deposited into the group and also inspires confidence in the WDG as an institution with responsible financial systems. The Book Keeper has the responsibility to fill in the details and sign in the Passbook to confirm the savings of the member. The Individual members Pass Book must always be kept in the possession of the concerned members themselves.

Table 4: Model Individual Members Pass Book

Name of the member:				Serial No/Membership No:	
Date	Savings Received	Any other amount received	Total	Signature of the Member	Signature of the Book Keeper

7.4 Savings and Loan Register

This register shows the savings of members separately and of the group as a whole. Details of individual savings, loans, repayments, interest collected, balance, etc. are entered here.

Collection of Savings: The amount may be small, but savings have to be a regular and continuous habit with all the members. “Savings first - Credit later” should be the motto of every group member. Group members learn how to handle large amounts of cash through savings. This is useful when they use bank loans. In the meeting the Secretary will collect the individual savings from all the members and will record the transactions including the names of the members not paid the savings.

Conduct of internal lending by the WDG - After saving for a minimum period of 6 months, the common savings fund should be used by the WDG for lending to its own members. The purpose, terms and conditions for lending to its members, rate of interest etc., may be decided by the group through discussions during its meeting.

Table 5: Savings & Loan Register (Left side page)

Month:..... Year:.....											
Name	Opening Balance	Savings					Monthly Savings (3+4+5+6+7)	Total Savings (2+8)	Withdrawal		
		Weekly Savings							Date	Amount	Closing Balance (9-11)
		W-1	W-2	W-3	W-4	W-5					
1	2	3	4	5	6	7	8	9	10	11	12

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Table 6: Savings & Loan Register (Right side page)

Month:..... Year:.....																
Amount to be paid back in the last month	Loan given in this month						Total Loan Amount (13+19)	Loan Repayment of this month						Balance to be Repaid (20-26)	Interest	Amount to be repaid at the end of month (27+28 or 27-28)
	W-1	W-2	W-3	W-4	W-5	Total Amount (14+15+16+17+18)		W-1	W-2	W-3	W-4	W-5	Total Repaid Amount (21+22+23+24+25)			
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

7.5 Comprehensive Register/Weekly Register/Cash Book

This register shows the summary of receipts and payments on a weekly basis. The Secretary shall write the Comprehensive Register/Weekly Register/Cash Book during the meeting, she will record all the transactions like savings collected, loan repayments, amounts withdrawn from bank including opening balance on the Income side and savings refunded if any, new loans sanctioned, amounts to be remitted to the bank account including the closing cash balance on the expenditure side.

Date	Income		Expenditure		Balance	Signature of the Secretary
	Head	Amount	Head	Amount		