



Project Accounting System in Real Estate industry: A Study on Unimass Holdings Ltd.





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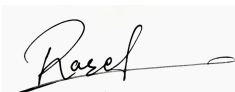
Subject: Submission of Internship Report

Dear Sir,

The fact that I was able to successfully finish and submit the internship report for the Project Accounting System in the Real Estate Industry: A Study on Unimass Holdings Ltd. Fills me with great joy. I mostly obtained my knowledge from Unimass Holdings Ltd. Management. As one of the most well-known companies in Dhaka, I'm happy to say that my three months working for "Unimass Holdings Ltd" Real Estate Company were an amazing experience for me. The experience I acquired from this internship program, in my opinion, will be a priceless asset in my life.

It must be noted that without your knowledgeable advice and gracious assistance, it would not have been possible to finish this paper. Please tell me your legal opinion regarding my efforts and accept my paper.

Sincerely Your



Md. Rasel Islam

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Department of Real Estate

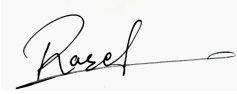
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Declaration

I hereby declare that the report I have created does not constitute a copy of any internship report created by another student.

Additionally, I firmly believe that this paper has never been provided to another person or author for any other academic-related purpose and that it will never be in the future.

Sincerely Your

A handwritten signature in black ink, appearing to read 'Rasel', is placed on a light gray rectangular background.

Md. Rasel Islam

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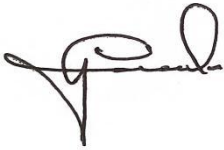
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Letter of Approval

This is to certify that Md. Rasel Islam, ID: 191-27-328, Program BRE is a regular student of the Department of Real Estate, Faculty of Business & Entrepreneurship, Daffodil International University. He has completed his internship at Unimass Holdings Ltd. and he has prepared his internship report under my supervision. Her assigned topic is "Project Accounting System in the Real Estate Industry: A Study on Unimass Holdings Ltd. ". The information presented in this internship report appears to be authentic. Thus, the internship report has been accepted for presentation in the internship defence.

I hope she has a successful future.



Md. Rayhanul Islam

Assistant Professor

Department of Real Estate

Faculty of Business and Entrepreneurship

Daffodil International University

Acknowledge

Being able to successfully submit the internship report is an exceptional joy. Beginning with the very first step of writing this report, I am thankful to All-Powerful Allah for providing me the stamina and perseverance necessary to craft such an authentic report.

In order to correctly compile this report, I would like to express my sincere appreciation to my honorable supervisor Mr. Md. Rayhanul Islam, Assistant Professor, Department of Real Estate, Faculty of Business and Entrepreneurship, Daffodil International University.

Perhaps I should express my gratitude to Sayyedul Absar, the managing director of Unimass Holdings Ltd. Mozaher Uddin, the director of my firm, Unimass Holdings Ltd., and all of the other staff members deserve my gratitude. They occasionally extended a kind hand, which helped me greatly throughout my time at work.

I would also want to thank the university administration for having a great computer lab and library.

Executive Summary

In Bangladesh, Unimass holding limited is a revolutionary actual property development enterprise for new generations. UHL has worked difficult to set up recognition for excellence in design, construction high-quality, and customer service inside the midst of loads of developer corporations, as demonstrated by way of its first 5 years of operation.

The internship software at Daffodil international university, that's a requirement for the Bachelor's in real estate, was the premise for this research. This observation targets to provide insight into the money owed department of Unimass holding limited. while creating this report, the money owed branch's insights and the corporation's performance analysis had been tried to be found out. some endorsements and projects have been made which might be primarily based on the findings and results. My internship at Unimass conserving restricted gave me a fantastic realistic experience.

This document is split into the following 5 sections. heritage, scope, objective, technique, and bounds are mentioned in the first bankruptcy. The Unimass Holding Limited. organizational profile and SWOT analysis are provided in bankruptcy 2 and the activities of Unimass Holding Limited. accounting branch is protected in bankruptcy 3. In chapter four job Profiles, bankruptcy 5 tips and conclusion. ultimately, references are provided.

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Chapter 01

Introduction

1.1 Introduction

The actual estate enterprise in Bangladesh is one of the fastest-developing and maximum vibrant. Infrastructure improvement is critical for a country's development as a developed country and the provision of housing for its residents. Given the significance of housing, that is considered one of Bangladesh's 5 fundamental requirements, the authorities is legally pressured to play a sizeable role in safeguarding housing rights. "It shall be an critical responsibility of the country to obtain, thru planned financial boom, a regular growth in productive forces and a consistent improvement in the large and cultural standard of residing of the humans, with a view to securing to its residents-"the availability of the simple necessities of life," in keeping with Article 15(a) of the humans Republic of Bangladesh charter. Bangladesh might need to build more or less 4 million new residences every yr over the following twenty years to meet future housing wishes, in keeping with figures. In 2015, city regions accounted for 25% of Bangladesh's population (about 35 million humans), up from 25% (35 million) in 2010 now it's far 167.7 million (2020). With a populace of more than 15 million humans, Dhaka is presently the sector's 7 largest town. As a reaction, Unimass Holding Limited. turned into installed in 2011 and is a member of the Bangladesh real estate and Housing association (REHAB). The agency has effectively grown to the contemporary thru strict control and high client delight and is now Bangladesh's most promising and pioneering real estate business enterprise.

Background of the Study

To reap practical level, I begin operating at Unimass holding limited as a "task stock management Accounting." due to the fact, our schooling machine is primarily textual content-primarily based, which includes a real-international positioning application as a theoretical module is uncommon. It appears to be a "win-win" state of affairs due to the fact the sort of software advantages both the educational institution and the employer. As a result, sensible orientation is a great way to boost your profession. Networking agreements are shaped because of the technique. This process experience offers you expert enjoyment from a sensible perspective, so as to help you increase your professionalism. Networking agreements are formed due to this operation. This activity revel in offers you professional enjoyment from a sensible viewpoint, with the intention to assist you to increase in your career.

In this example, I join Unimass Holding Limited as a "Project Inventory Management Accounting" reporting to Sayyedul Absar, the managing director of Unimass Holdings Ltd. Mozaher Uddin, the director of my firm, Unimass Holdings Ltd., and all of the other staff members deserve my gratitude.

Objective of the study

Broad Objectives

knowledge the purposeful sports of the way the accounts department capabilities inside the organization, as they impact paintings activities and educational work final touch, as well as their achievement for the employer primarily based on academic-associated curricula.

Specific targets

- To recognize the role of the accounting department.
- To have a better understanding of the way they check their numerous tasks.
- To find out how they hold music of mission fees, overall costs and what sort of problems they face for the duration of assignment plan execution.
- To discover the troubles with the accounting gadget in Unimassh holding city.
- To provide suggestions to the management.

Methodology

From subject matter choice to final record guidance, the observe necessitates a scientific method. The records assets had to be located and accrued, then labelled, processed, evaluated, and offered in a systematic manner, with sizable points selected. the subsequent is the methodology's universal processing.

Research Design

this is a "truth-finding studies" that summarizes Unimass Holding Limited metropolis restrained overall accounting efforts. To collect this document, each primary and secondary data were Unimass Holding Limited I received number one statistics via personal interviews with metropolis executives. I broadly speaking spoke with them verbally. I collected facts from them as well as the yearly document, journals, brochures, and manuals. some of the data is amassed from banks, papers, and workshops, even as others are collected from books and information supplied via competing banks. In a nutshell, the subsequent information resources:

sources of facts:

two sorts of facts:

- a) primary information
- b) Secondary information

a) Primary information

- Have a face-to-face assembly with the stuffs.
- legitimate data can be used to collect primary records (files, policies & regulation).

b) Secondary information

- the majority of the information for the record became collected from the internet.
- Unimss holding Ltd's respectable facts
- Unimss holding town's official reports
- reputable web sites of Unimss holding Ltd

Scope of the study

This report covers the subsequent topics: organizational and business overview, control and organizational shape, principal functional areas, services and products. It additionally discusses the gift fame of the real estate marketplace, the undertaking's development, project budgeting techniques, Unimss holding Ltd.'s challenges, and other management group roles.

limitations of the look at

I am operating inside the debts department and i am receiving entire cooperation from all workers of Unimss holding Ltd

✓ Time constraints

the primary stumbling block is time itself. because the u. s. turned into underneath lockdown due to the COVID-19 pandemic, I had to work at home maximum of the time. As a result, the report's scope and length were reduced.

✓ Insufficiency of information

.Unimss holding Ltd isn't especially old. As a end result, the personnel have been unable to replace all of the statistics. As a end result, there may be insufficient evidence to evaluate right increase in a marketplace economic system. furthermore, it is not possible to obtain all strategic data.

✓ a lack of information

The scope of reliable evaluation was limited because of a loss of books, yearly reviews, guides and records and records.

✓ worry of being discovered out

due to the fact i am on probation, i am confined in my potential to reap facts. As a end result, Unimss holding Ltd . has restrictions prohibiting the disclosure of a few statistics and facts, which may also be pretty treasured.

Chapter 2

Unimass Holding Limited. Profile

2.1 Unimass Holding Limited. Profile

About The Company

Unimss holding Ltd., a subsidiary of Unimss city development Ltd., will present its planned duplex residence venture, Unimss holding Ltd., a complete neighborhood project (particular in Bangladesh) on round 2 hundred bighas of land. The grasp plan Unimss holding town Ltd. is designed via a team of skilled experts with significant experience in the housing region both at domestic and abroad to meet the choice of folks that want to locate their own cope with inside aristocratic and wholesome surroundings (instead of a high priced high-upward push building with a disastrous surrounding with network feel).

Exclusive businesses of Unimss holding Ltd

- Unimss holding Ltd
- AB Feed Ltd.
- AB Engineering & construction Ltd.
- AB creative home
- Unimss green Blocks & Ceramics

Mission

To deliver and handover plots to our unswerving clients, such as utility services, even as supplying all of the modern-day facilities of an incorporated Township and ultimate responsible to destiny generations for healthful and quiet dwelling.

Vision

inside the subsequent five-eight years, to increase large to medium-scale land developments in and round Dhaka Metropolitan city with the aim of offering tailor-made and cutting-edge residing centers to individuals from all socioeconomic backgrounds. With our services devotion and decency, we need to set a first-rate milestone inside the real estate industry. we are committed to creating a terrific impact at the economic system of america. growing jobs: Representing a globally acclaimed nearby entity.

Values

- we can do everything to maintain our entrepreneurial spirit alive.
- strive to be the exceptional by using working tougher than anyone else.
- recognize, increase, and empower our employees at all times.
- we have strong ethical standards, in addition to honesty and integrity.

Departments of Unimss holding Ltd

Operations department: a number of tasks are in the Operations branch's

responsibility. The branch of a developer is its pulsing coronary heart. certain professional venture or site engineers and staff are underneath the manager of the operations branch. The operation department of a developer commercial enterprise is the maximum giant branch because the major pastime of a developer firm is production, and the operation department in general handles construction sports.

Procurement branch: every other vital element of a improvement firm is the advertising and marketing department. For operations, a huge range of substances and other devices are required on a day-by-day basis. The procurement section buys a diffusion of substances and contraptions. As a end result, an honest individual must be required to supervise these operations.

debts department: This branch is broadly speaking chargeable for maintaining music of numerous kinds of transactions, preparing financial institution reconciliation answer statements, earnings statements, balance sheets, preparing various types of vouchers, keeping a stock ledger, retaining an inventory ebook, paying employee salaries, and a spread of other monetary duties. Asian Duplex metropolis Ltd. has several experienced accountants on team of workers.

Advertising department: The advertising branch is ordinarily in fee of growing sales and turning in purchaser care. in addition, this branch initiates promotional activities, coordinates advertising and marketing, and achieves sales objectives, amongst different matters. To sell the business enterprise's goods, the advertising personnel covered the whole town of Dhaka.

Human aid branch: The Human resource department's obligation is to manage personnel internal a organization. The branch is in fee of employing employees and overseeing their overall performance. The HR branch is likewise in price of coordinating employees throughout the company and planning destiny initiatives as a way to consist of them. employee interactions are dealt with by means of Asian Duplex town Ltd.'s human sources branch, which incorporates calculating wages and pay, hiring workers, and defining employee performance objectives. worker members of the family policies and practices are coordinated by human sources control to make certain that they're consistent with the company's broader enterprise goals and targets.

SWOT evaluation of Unimss holding Ltd

Strength

- organisation's popularity
- notable customer service
- current customers have a sturdy courting with you.
- expanding the market, increasing sales, and increasing profitability
- The goal consumer organization has a robust shopping energy.

weakness

- confined monetary potential
- an absence of certified body of workers
- There are only a few employee incentive techniques.
- personnel' lack of willpower to their jobs
- attempt placed into marketing (marketing and promoting) is inadequate.
- a less complete-scale automation
- employees are not able to acquire education due to a lack of education facilities.
- strong rivalry a few of the enterprise's present day participants
- because the pricing and creation standards are agreed upon two to a few years prior to the actual handover of the flats, it is going to be difficult to bypass on an growth in the price of commercial inputs to customers.

Opportunity

- A regulatory surroundings that encourages non-public region boom
- increasing the shopping for energy of individuals
- including fee to services and products
- Bangladesh's population is developing.
- For humans and financial establishments, that is a exceptionally profitable investment possibility.
- overseas buyers have a extensive range of alternatives.
- The city population is developing.

Threat

- The marketplace is getting greater aggressive.
- The Bangladesh authorities's or RAJUK's inhabitation rule modifications regularly.
- market call for for a reduction inside the lending rate
- Political upheaval inside the United States of America and all through the sector

- Bangladesh's land shortage
- Political upheaval and volatility pose a direct or oblique chance to all commercial enterprise sectors, along with the housing enterprise.
- RAJUK, WASA, DESA, and lots of greater government and semi-authorities' things create bureaucratic complexity.
- Taxation and import facilitation cooperation and offerings supplied by an inexpensive board of revenue (Tax Concession).

Chapter 3

Accounts Department of Unimass Holding Limited.

3.1 Introduction

Bangladesh, one of the most populated nations on earth, has already used 25% of its land for habitation and associated purposes. Living in a city helps preserve land for housing. High density is the cause of this. More than 12 times as many people live in cities than in rural areas. However, the tendency will continue, and in the next 20 years, the population of cities will more than double. Bangladesh's population is projected to reach 200 million or more by 2040, with roughly 100 million living in metropolitan areas. It is becoming very difficult for us to continue building dwellings for the growing population while also keeping land for the production of food due to the expanding nature of the people. As a result, both housing issues and future possibilities are thoroughly covered. There will undoubtedly be a need for population expansion in the future, particularly in metropolitan regions and rural ones. Using multi-story structures, the extra accommodation may be accommodated both horizontally and vertically.

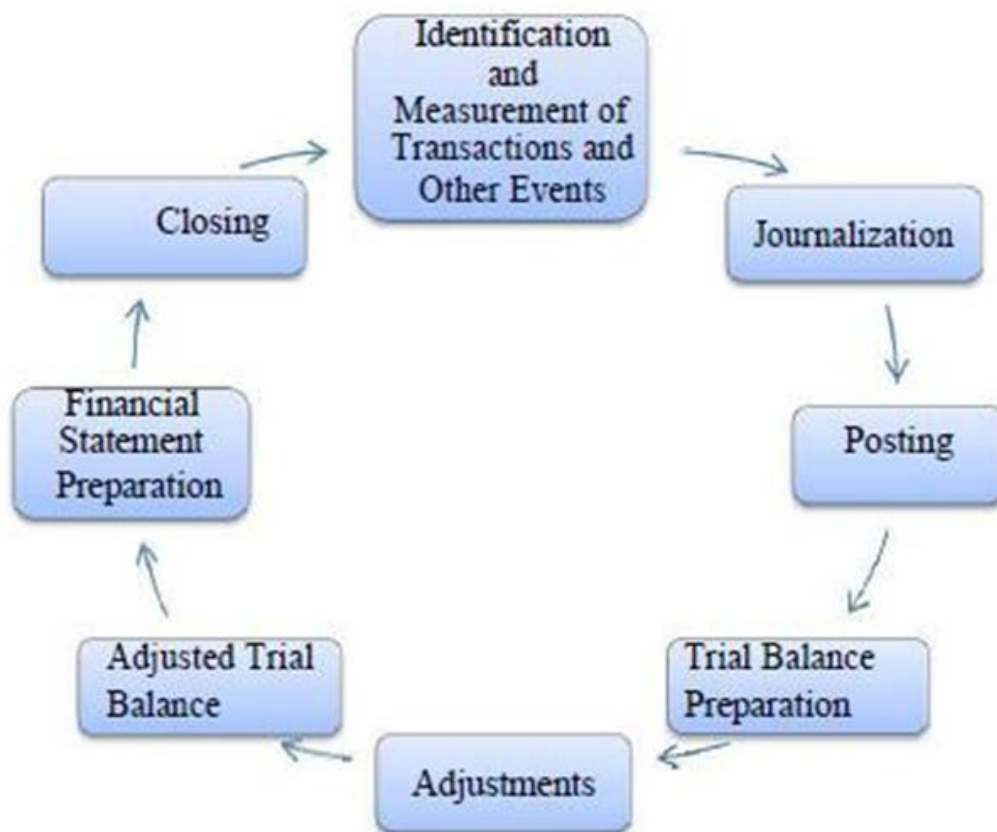


Figure: Standard Accounting Cycle

The significance of good accounting procedures

Accounting processes ensure adherence to a company's accounting principles and standards. It is defined as the daily recording of financial information that is crucial for assessing and keeping track of a business's economic activity. The conventional, practical implementation of accounting and/or auditing policies inside a corporation is referred to as accounting practice.

Every company, big or little, new or old, has to have accounting records that are well-maintained and balanced. When times are tough financially, keeping accurate accounting records may help you decide what changes to implement or what to do away with so that your business can keep expanding and prospering.

To maintain accurate corporate accounting records, we need a complete accounting program and the know-how to keep it well-organized and current. Daily accounting and financial information will need to be processed and assessed in order to achieve objectives and predict upcoming budgets. Knowing where money is going and how to cut costs is one of the most important aspects of starting and expanding a business.

Accounting records for a business, which are kept on an account's ledger, provide a thorough justification of profits and losses in a monetary spreadsheet style. Auditors may review these financial accounts to confirm the accuracy and integrity of the company. In order to separate the success ratio of current business from prior advancements, an accounting statement requires account formats that are recognized by other businesses and bodies.

A bank could request to see balance sheets and profit and loss statements before making a loan. Every company owner has to realize that precise and efficient bookkeeping is one of the most important components of their operation. Many individuals believe that starting a business is the surest path to success. However, a company's prospects of surviving are slim without adequate accounting records.

Above all, make sure that records accurately depict company activity and are updated often. Maintaining records consistently up to date is far simpler than trying to recall transaction details weeks or months afterwards.

Accounting Practices of Unimass Holdind Ltd.

Overview of the Accounting System: Recognizing Revenue

Flats for Sale: Revenue is realized on a financial basis.

Offer assistance- Revenue is reported on both a cash basis and an accrual basis.

Interest from bank accounts and fixed: deposits is recorded as it is earned, unless there is a question about whether it will be collected.

supplemental income

Afterimages holding Ltd .'s eligibility to receive them has been properly determined and all prerequisite conditions have been satisfied, all other earnings are recognized. Accrual accounting is used to represent additional income.

Expenses

Expenses result from the provision of goods and services to beneficiaries in line with the objectives and activities of the project. The several efforts of ADT share the organizational expenses.

Receivables Accounts (A/R)

The supply of services to customers is the main source of accounts receivable. Accounts receivable are noted as they become due.

Employees' Gratuity and Redundancy Fund

ADT offers its employees a gratuity and provident fund based on two months' basic pay for each year of service that each permanent employee completes (based on the newest basic salary). The facility is made periodically for administrative purposes. Gratuities are provided upon retirement, and redundancy payments are made when an employee's employment with ADT is terminated owing to a reduction in force.

Money and cash Equivalents

Cash and money equivalents are well-defined as money and bank balances, still as unpledged fastened deposits, from that bank overdrafts, if any, are abated within the statement of money flows.

Registers, Books, and Forms

To record and appraise transactions and implement effective internal controls, ADT employs the subsequent books, forms, and registers:

Cash register

The organization's daily money transactions are recorded by the money book. money withdrawals from customers, from their own checking accounts. The daily financial charges are then noted. It's price basic cognitive process that the journal voucher records each dealing. A journal voucher may be a coupon which will even be utilized in place of a journal book. It keeps account of all transactions, together with the date and reason for the dealing.

Account book

To keep track of all monetary transactions, a bank book is unbroken. The organization has 2 varieties of bank accounts at a similar bank. the primary may be accounting, whereas the second is an associate SND account. Accounting is supposed to trace tiny sums and frequent transactions, whereas an associate SND account is meant to trace larger amounts and transactions. Bank books are extremely important in bank reconciliation. shoppers place cash into the company's checking account on a daily basis. an internet dealing or a letter of credit can nearly always incur a fee from a bank. during this state of affairs, the bank book and financial statement are the first sources of knowledge for bank reconciliation.

Register of cheques

Unimss holding Ltd. features a Cheque Register Book that's extremely vital. This book keeps track of the knowledge concerning the checks that are received from shoppers. The date of the received cheque, the client's name, the bank's name and also the cheque variety, the number of the Bangladeshi monetary unit, the drawing date, and also the expiration date are all recorded in this register book. This book

XYZ A/C

Date	Particular	Folio No.	Dr	Cr	Balance
00/00/0000	Sales/ Return/ Bank/Cash	Receipt no./ Bill no.	XXX	XXX	XXX

Figure: General Ledger Book

Ledger book for customers

customers' ledger books are kept to hold record in their transactions. The bill wide variety is recorded every time gadgets are offered on credit to customers. Inside the ledger book for clients, the range of clients, general remarkable dues, as well as a single consumer's total due, final fee date, general boost income, and so forth, are all recorded.

Date	Particular	Folio No.	Dr	Cr	Balance
00/00/0000	Cash/ Return/ Bank/Sales	Receipt no./ Bill no.	XXX	XXX	XXX

Figure- Ledger book for clients

Registration of revenue

one of the major additives of ADT's operating charges is earnings. The Payroll a part of this manual discusses earnings/payroll registration information.

Pay slip

A pay slip is a document that indicates the specifics of an employee's repayment. One pay slip is for the employees, one is for the stays, and the 0.33 is for the business enterprise's office replica, that is filed particularly.

improve Ledgers

ADT have to buy goods and services with a view to perform its various sports, which necessitates making advances to suppliers or its own personnel. develop ledgers, which are

auxiliary ledgers, record all the advances. develop ledgers are actually handled manually, however they will be automated in the near future. There are boost ledgers for recording.

(i) quantity paid to personnel as a repayment for fees

(ii) improve to a 3rd birthday celebration for reimbursement of prices varieties of Voucher

The maximum primary file essential for recording monetary transactions is the voucher.

A voucher includes the subsequent factors:

- name of the agency
- challenge code
- number of vouchers
- Heads of Account, bills code
- Nature of voucher
- amount in figures and phrases
- Date of basis
- A quick description of the transaction
- Signature of folks that originated the transaction checked and authorized.
- Recipient's Signature
- bill/cash memo and different supporting documents as attachments.

.Unimss holding Ltd has four classes of vouchers:

- Debit voucher
- credit voucher
- switch voucher
- journal voucher

Debit voucher

All cash and bank fees are recorded on a debit voucher. This coupon is also recognized as a price voucher.

credit voucher

coins and bank receipts are recorded on credit vouchers. it is also known as a receipt voucher.

switch voucher

- This voucher can also be used to deposit coins or a take a look at.
- Taking money out of financial institution bills. helping documentation for transfer vouchers include financial institution statements, deposit slips, and take a look at counterfoils.

journal vouchers

- inside the books of bills, journal vouchers are used to record all non-coins transactions.
- magazine vouchers are used to file, among different matters, provident fund, income tax, and different deductions from salaries, in addition to expenses or income transfers from one mission/branch to some other and depreciation on fixed belongings.

money Receipt

A cash receipt is a report that acknowledges the receipt of cash or a check. Receipts are printed in three copies, one for each of the following makes use of:

- ✓ customer copy
- ✓ Voucher copy (attached with voucher)
- ✓ submitting reproduction

constant Asset sign in

The constant Asset register is preserved in the constant Asset Ledger software. The registry includes good sized data approximately constant assets, such as the institution, subgroup,

voucher variety, date, fee, disposition info, reduction, and vicinity. The sign up has some of reviews available. Asset Ledger summary and Asset info are the 2 maximum substantial reports.

cash management

The debts department of Unimss holding Ltd is the duty for cash receipts and bills. coins may be inside the form of coins in the hand, cash within the bank, pay orders, drafts, and different equipment. ADT's manipulate gadget consists of the subsequent components:

utilization of the voucher scheme

All receipts and bills must be permitted, and that is accomplished the usage of vouchers. All bills are made with debit vouchers, and all receipts are made with credit score vouchers.

cash managing is saved to a minimal

ADT discourages coins collections and bills. Cheques, drafts, and financial institution transfers are the most not unusual receipts and bills.

keeping a certain amount of cash is required

BDT a 100,000 is the maximum amount of cash that can be held.

bodily coins take a look at as a wonder

when cash is accumulated and compared to the book balance, the equipped authority undertakes surprise tests.

All receipts must be recounted

All receipts are authorized right away with serially numbered receipts.

All bills Receipting

The payee ought to obtain a receipt for all payments made via ADT. Any fee is scrutinized to ensure that:

a. charges had been accurately legal; and

b. The procurement manner has been ensuing.

Inner auditing manner

An internal check mechanism has been mounted to ensure that paintings is break up in this sort of way that all and sundry's paintings is routinely checked with the aid of some other. the person who receives the money, as an example, does now not accept as true with the receipt.

Reconciliation of bank money owed

For a spread of reasons, the financial institution announcement stability may fluctuate from the coins balance within the ledger. To make clear the disparity, a reconciliation announcement is created.

Receipts

- Receipts for flat sales received from clients
- acquire fee from a patron for services rendered.
- profits from the sale of scrap substances

Invoices

the following are the one-of-a-kind kinds of bills made with the aid of ADT:

- bills made within the business enterprise (internal)
 - o salary fee
 - o final fee to body of workers
 - o repayment of other costs
 - o fee from a third celebration

Internal funding

fee of Salaries

Payroll is one of the maximum massive payments made each month. ADT has a Payroll wing that is in charge of payroll coaching. Payroll info can be targeted later inside the payroll segment.

Final payment to employees

The closing charge is paid whilst a member of group of workers leaves ADT because of resignation, termination, dismissal, or redundancy. To get final fee, the employee ought to gather permission from the

in price of his or her department, as well as other required departments (delivery, HRD, and so forth.). Gratuity, provident fund, and leave pay are protected within the final payment. The very last price will be diminished if the worker still owes cash on a mortgage or different commitments. How the terminal advantage is calculated is governed by way of human resource policy. The “Gratuity” and “Provident Fund” components of this guide give an explanation for a way to calculate gratuity and provident budget.

Charge for travel and other costs

This covers refunds for journey allowances, local transportation, time beyond regulation bills, every day allowances, and other prices. personnel create payments and post them to their respective branch heads for approval. The Treasury department then makes the charge. That cost voucher is organized by way of an accountant. The voucher is accredited by both the head of accounting or the accountant.

price from out of doors sources

In maximum cases, external payments are made in go back for the products and services which have been received. workplace hire, food, fixed assets, and supplies, amongst other things, are included through them. The Procurement manual's standards are observed whilst making purchases. The dealer/contractor submits a invoice to the procurement branch once the contract is finished, which authorizes the bill after suitable verification.

Payroll

one of the key mechanisms of ADT's annual expense is payroll. The bills department is in charge of the whole profits preparation and payment method.

Sign up of Payroll

The payroll register at ADT is both guide and electronic. ADT has a whole payroll sign in that incorporates the subsequent facts:

Gross pay components:

- The fundamental sum (base income) application
- special allowance for lease
- scientific allowance
- other Conveyance

Provisional Fund

A showed worker has the option of becoming a member of the ADT contributory provident fund (PF). Nonfaculty personnel give 10% in their basic salaries every month, while college personnel make contributions five%, that's matched through the organization.

Bonus for the pageant

All everlasting personnel earn a pageant bonus after finishing years. every bonus is the equal of a month's basic pay. people who have not finished a yr could be paid a seasoned-rata bonus, with a view to be calculated as follows:

X is the beginning income. three hundred and sixty five days/range of months worked
Bonuses are distributed fifteen days earlier than to the festivals inside the following manner.

Advances

the acquisition of goods and offerings is an essential thing of the creation of a firm. Substances are usually bought from out of doors vendors, whilst services are bought both internally and externally. The internal service companies are the employees. buying materials and offerings often necessitates the development of price range. This price might be given immediately to the products and carrier issuer or it could take delivery of to personnel when they do procurement in line with policy.

Advances of diverse kinds

- a) salary will increase for personnel
- develop on the basis of earnings

- improve in opposition to transportation and conveyance fees

b) 0.33-party Advances

- boost price on a purchase
- a loan towards the residence's rent
- Contractors could be paid in advance.

Long-term economic commitment

long-time period investments may be made the usage of stocks and securities. to begin with, all varieties of investments may be recorded at cost, that is the truthful fee of the mirrored image received plus any purchase expenses paid. Investments in indexed business stocks will be assessed at fair cost after first popularity, with unrealized earnings or losses pronounced within the profits and rate announcement. The fair cost of an asset is normally predicted the use of inventory trade quoted marketplace bid costs adjusted for transaction expenses at the near of business at the balance sheet date. Debentures and personal debt securities, among different lengthy-time period assets which can be likely to be held to adulthood, will be evaluated at amortized cost. The amortized fee is computed for the duration of the time period to adulthood, accounting for any cut price or top class acquired at the time of purchase. Aside from the amortization process, that is dealt with via the income statement [income is raised or decreased by the amortization of discount or premium], whilst an

funding is sold or suffers

a everlasting loss of price, any benefit or loss is suggested inside the income declaration. constant property a set asset is defined as one which fits the subsequent standards:

- Its predicted lifestyles exceeds 3 years.
- It has a monetary value.
- it is converted as a fixed asset by way of the control.

the subsequent are among ADT's constant property:

- i. Land
- ii. building and creation

- iii. furnishings and furniture
- iv. workplace system
- v. motors and different private assets

accounts Receivable

debts receivable are regularly derived from services rendered to clients.

bills Receivable Dr.

man or woman earnings head Cr.

Receivables are recorded at truthful value on the stability sheet, including a provision for bad debts. An coverage declare, hobby on financial institution debts, or a protection investment might all result in additional receivables. customized software program application

To preserve track of its bills, the firm employs modified software program. I, alternatively, had a difficult time finding a person who changed into geared up to paintings with this application. the program has a restricted variety of applications;

for example, it cannot file the account head of a popular ledger e book and is only appropriate for keeping a coins ebook. As a result, the software program is not applicable. on the other hand, I experience that there's a scarcity of certified folks who can run this application; otherwise, the software program's regulations might also exceed the advantages of the usage of it.

Monetary Supervision (internal)

internal monetary tracking refers back to the accounts department's techniques and measures for making sure that journalism and monetary calculations are done in settlement with numerous

accounting guidelines.

- Certify the accuracy and dependability of operational records and bookkeeping reviews.
- prevent robbery and waste of ADT's assets.
- behavior numerous financial analyses to assess the effectiveness of various projects.

Financial Statements and reports

The monetary control gadget's give up products are economic reports and statements. The automated accounting device facts all monetary transactions that occur all through the year in a set of books. The era will make it less complicated for accountants to create monetary reviews and statements that meet the wishes of stakeholders. economic reports are a commonplace way to show economic statistics. Narrations are periodically delivered in those reports for advanced explanation. Accounting principles, conventions, and different applicable requirements are used to generate statutory financial statements. In certain conditions, even though, reviews are created in reaction to patron needs.

The financial facts for both scenarios, but, comes from the identical set of books. financial statements are the mixture of accounting information after it's been gathered, tabulated, and summarized.

There are 4 statements in overall:

- assertion of financial
- announcement of earnings and loss
- declaration of coins float and
- Statements of possession equity

The balance sheet's monetary assertion references show the organisation's financial condition at the give up of the duration, while the income statement gauges the length's working performance. The cash flow statement follows, which describes the cash furnished and utilized by operational, investigative, and monetary operations all through the course of the length. in the end, the assertion of retained earnings reconciles the balance of the retained earnings account from starting to quit.

reports organized Internally month-to-month file

All expenses and cash accrued from all assets are indexed in the month-to-month document. A month-to-month report is prepared based on the cash e book, financial institution e book, and a widespread ledger ebook. A monthly record is needed on the quit of each finance

meeting. The Weekly file The weekly file also includes a breakdown of fees and cash received from diverse assets. A monthly record is prepared based on the general ledger book. separately mission or web page supervisor additionally sends a weekly stock report.

every year statutory report

An annual statutory report is ready. the general public has certified this record.

Chapter-04

Role and Observations

4.1 The activity's Nature

operating in the money owed branch of . is my job. i'm operating Unimss holding Ltd as a junior account officer below the supervision of the Deputy supervisor (Land & Legel). I did not have to do some thing besides learning for the primary several days and i used to be recommended to examine through staying with the accounts branch. My foremost task for the primary month become to discover ways to make use of a complicated software software used to hold song of the company's budget. After that, I moved to paintings for the account control branch. The check sign up e book, which I used to keep tune of every customer's test, changed into my primary duty. in addition, for diverse projects, I created a stock or stock ledger, prepared and tested numerous vouchers, and confirmed weekly expense reports.

The account control team of is in rate of both account administr Unimss holding Ltd ation and economic planning. it's far a part of the team's duty to preserve the accounting characteristic jogging smoothly and correctly.

task purposes and duties

essentially, I access all of the prices and maintain the right calculation, keep music of cheques, produce charge assessments, write and test diverse vouchers, evaluate weekly inventory reports for numerous projects and prepare inventory or stock ledgers. some other obligations like-

- making sure that financial documentation is accurate and compliant with applicable laws and policies.
- creating and preserving important monetary reviews
- Assessing monetary operations in order to sell nice practices, become aware of problems and create remedies, and help organizations feature easily.
- Advising on fee-slicing, sales-increasing, and earnings-enhancing strategies
- undertaking chance exams and predicting calculations

Accountants also are required via law to do their obligations truely and with out negligence. As a end result, they ought to confirm that their customers' monetary information adhere to all relevant guidelines and regulations.

commentary analysis

The running environment is surely excellent and personnel are always inclined to assist. A right chain of command is continually followed. moreover, . has software program to Unimss holding Ltd their whole accounting device, but the business enterprise does not use it and instead continues music of transactions manually. This guide procedure is tedious and time-consuming. In my opinion, the corporation have to make higher use of the customized software that they have got. Upgrading and using software will be beneficial to the company.

PEST evaluation of my observations

a chain of lockdowns announced by means of the government to prevent the unfold of Covid-19 in Bangladesh began in March 2020, causing the usa's economy to fall apart. It had an effect on both big and small corporations and the real estate quarter isn't any much less.

The housing industry, regularly known as the construction enterprise, is critical to the united states of america's financial boom. This enterprise is made up of around 458 extraordinary sectors. the present Covid19 tragedy has delivered the housing industry, to a standstill. The whole housing quarter got here to a halt for more than a month inside the first and 2d quarters of 2020 because of the shutdown. however, decreased interest prices on bank debts and residence loans have worsened the harm to apartments. Many human beings in recent times prefer to personal flats in preference to rent them.

Political Forces

Political troubles such as legal guidelines, authorities agencies and strain agencies have an effect on and constrain a type of companies and individuals in a given society. several rules and rules have been created by means of the government for some of reasons, which include to protect groups from one another, to defend clients from unfair enterprise practices, and to guard society's interests. The actual estate enterprise is appreciably stimulated via political impacts. No less is Unimass holding Ltd. due to the unpredictability of political situations, completing initiatives on time has grow to be a good deal greater tough for ADT. due to the fact building takes see you later, the task's overhead prices can from time to time double of budgeted charges. This increases the assignment's normal manufacturing cost.

financial Forces

client buying energy and spending patterns are encouraged via financial forces. a few nations have lifestyles economies, wherein customers consume the general public in their own agricultural and industrial merchandise. At the other quit of the spectrum are industrial economies, which provide ample marketplaces for a huge variety of items. Unimass holding Ltd. Is inextricably connected to financial issues, especially customer spending and saving habits. due to the fact buying a residence or rental requires a bigger sum of money. because of Covid-19, people lose their shopping energy. In that situation, humans with a better salary and a better diploma of financial savings can don't forget buying a home or land. because of financial forces, there was a variety of exchange in ADT. It has seen a 50 percent drop in income, as customers lack the economic manner to put money into a new domestic.

Social Forces

these are the forces that form the essential values, perceptions, options, and behaviors of society. The society in which someone grows up has an effect on their simple ideas and behavioral patterns. those affects have an effect on the survival and fulfillment of an enterprise. The real property industry's potential has also been elevated by way of modifications in residing requirements and behavior. nowadays, people are growing greater interested in nuclear households. inside the last three many years, households have transitioned from joint to nuclear. In 2016, the average family size in Dhaka metropolis organization was four.060. (STP, 2016). For such families, flats with two or three rooms are greater handy. The land cost in Dhaka is just too excessive for maximum center and higher middle-class people to have the funds for. residences, on the other hand, are inside reach of this earnings elegance on a relative scale. Land percale seems to be unavailable in a few regions occasionally. at the same time, apartments are available in all sections of the town. they are adamant approximately no longer being a member of a combined circle of relatives. due to the growing demand for small homes, Unimass holding Ltd. has a number of potential.

Technological Forces

each technological factors are the fee of technological development and innovation via research and improvement. New technology can store expenses or make contributions to more innovation via providing better nice features or new goods. As Unimass holding Ltd., has demonstrated, the majority of materials, along with cement and bricks, cannot be

differentiated successfully. but, the bulk of constructing materials, extensively cement, keep to have excessive manufacturing fees because of the massive energy required to produce a high-quantity product. As a end result, ADT has invested a great deal in checking out and enforcing precise material combinations as uncooked cloth alternatives. due to the fact the real estate area is very fee aggressive, producers are producing multi-practical materials and in search of for effective waste recycling and reduction techniques. ADT aim to growth the durability in their items thru product innovation, reducing construction renovation and restore costs. As a result, the professionals of ADT say that even small changes to the production system will bring about massive value and environmental financial savings.

Chapter- 05

Guidelines & Conclusion Recommendations

5.1 guidelines & conclusion recommendations

restoration the payment approach: on the spot rules have to be applied with the reason of get a sound reaction from ADT's providers. If we are able to hold the 60-day credit limit, we are able to reach out to greater providers.

Account control: it's far important for Unimass holding Ltd. to have greater in a position accounting branch. The account branch is in price of payments and different economic transactions. ADT ought to use more efficient accounting software that contains all of the necessary data. they're now employing an antiquated check in ledger e-book machine, which makes it difficult to preserve track of facts.

suitable planning: Our account control requires proper making plans. We need to prepare our work into categories. We ought to figure out which projects require immediate supply help and which we can postpone. we're going to want to make annual and monthly deliver chain plans based totally on this. we will involve our providers on this plan as properly. this could assist us in keeping a consistent deliver.

other worries: I trust there are some worries to which Unimass holding Ltd. should pay interest.

- First and main, we have to limit the amount of paper work and authorization authority. We waste too much time at ADT Housing making ready documents because we do not employ upgrade generation. this will need to be decreased.

- some other trouble is the ADT institution's signing authority. To buy anything, we have to first gain approval from at the least five departments. For the identical purchase, the identical approval is required for the billing technique. This technique causes the purchase and price process to be behind schedule. We need to adjust this in an effort to hold a regular supply.

- ADT must region extra classified ads in various media including radio, television, newspapers, and magazines. to reinforce sales and brand cognizance, the business enterprise ought to rent all to be had promotional equipment.

- because decrease-center and lower-earnings human beings are concentrated in Dhaka metropolis, ADT have to cognizance on them.

- Unimass holding Ltd. may additionally need to expand customer provider, along with as preservation, after the initiatives are passed over.
- Unimass holding Ltd. must make strategic techniques and take steps to reinforce his position in the real estate marketplace.
- Unimass holding Ltd. can offer education for his or her staff to assist them triumph over their lack of dedication and functioning capabilities.

conclusion

The real property marketplace is thriving, and it is expected to maintain developing inside the future. In phrases of GDP and increase, actual estate and creation are becoming more and more tremendous. This suggests that the enterprise has a promising destiny. growing housing prices, call for for housing growing, low-fee investment, fast urbanization, land scarcity, and a selection of different factors are all contributing to the arena's growth. As a end result, there has been an boom in call for for houses and flats, that's anticipated to retain. Unimass holding metropolis Ltd. is a developer that is hastily growing. because the breadth of the agency's duty has expanded, this provided an additional project to all accounting staffs. The accounts department rose to the undertaking and validated their commitment with the aid of liberating the once-a-year financial reviews on time each yr. The department as a whole is deserving of recognition. in this take a look at, I attempted to find out managerial accounting strategies and tactics utilized by Unimass holding town Ltd. What accounting records does ADT rent for decision-making and external monetary reporting, as nicely because the methodology and procedures used to achieve this? In my report, I observe what we found out in accounting elegance and attempt to comply with the organization's rules, techniques, and systems.

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