

## Administration and Accounts

With a large and geographically dispersed membership, several office buildings in Ahmedabad city and in eleven districts, efficient and appropriate systems are essential to deal with the numerous administrative issues that inevitably emerge in an organization of our size and complexity.

Over the years, SEWA has developed a strong administration team, able to respond quite rapidly to the multiple needs of our members, our staff (organizers) teams and also of the outside world. In particular, SEWA gets several guests from all over India and the world. Our guest cell manages their programmes and arrangements.

Some of the highlights of our administration teams' efforts are given below.

### Nos. of visitors and letters

No.	Particulars	Nos.
1	No. of Indian visitors	979
2	No. of overseas visitors	129
3	No. of emails received	3100
4	No. of letters received	4350
5	No. of letters dispatched	10264
5	No. of meetings attended to spread the SEWA movement	8

In addition, our administration team developed special links with groups and NGOs in the north-east. Several exchange visits were organized, where women from the north-eastern states visited SEWA, and a team from SEWA visited the north-east.

One outcome of these exchanges is the creation of linkages to market products from the north-east through SEWA's marketing networks

Our finance team in Ahmedabad and the districts maintain our tradition of strict financial management, compliance with all statutory audits, adherence to modern accounting principles, cost-cutting, internal audit and an active purchase committee which oversees and finalises all purchases at SEWA.

SEWA, a trade union, reports regularly to the government. Our audited accounts are submitted as per the statutory requirements. Each of the sister organisations also undergo statutory audits. Each of the sister organisations of SEWA, SEWA Bank, the district associations, as well as all the and their cooperatives federation present their audited accounts to its share-holders and boards.