

FORM 'O'

[See rule 38]

ANNUAL STATEMENT OF ACCOUNTS

Receipts and Payments Account
For the year ended _____

(In Rupees)

A/c Code	Receipts	Current year as on	Previous Year as on	A/c Code	Payments	Current year as on	Previous year as on
1	To Balance Brought down			13	By Chairperson and Members:		
1.1	To Bank			13.1	By Pay and Allowances		
1.2	To Cash in hand			13.2	By Other benefits		
2	To Fee, Charges and Fine:			13.3	By Travelling expenses		
2.1	To Fees			13.31	By Overseas		
2.2	To Charges			13.32	By Domestic		
2.3	To Fines			14	By Officers		
2.4	To Others (specify)			14.1	By Pay and Allowances		
3	To Grants:			14.2	By Retirement Benefits		
3.1	To Accounts with Government			14.3	By Other Benefits		
3.2	To Others (specify)			14.4	By Travelling Expenses		
4	To Gifts			14.41	By Overseas		
5	To Seminars and conferences			14.42	By Domestic		
6	To Sale of Publications			15	By Staff		
7	To Income on investments and Deposits			15.1	By Pay and Allowances		

7.1	To Income on investments			15.2	By Retirement Benefits		
7.2	To income on Deposits			15.3	By Other Benefits		
8	To Loans			15.4	By Travelling Expenses		
8.1	To Government			15.41	By Overseas		
8.2	To Others (specify)			15.42	By Domestic		
9	To Sale of Assets			16	By Hire of Conveyance		
10	To Sale on Investments			17	By Wages		
11	To Recoveries from pay bills			18	By Overtime		
				19	By Honorarium		
				20	By Other office expenses		
				21	By Expenditure on Research		
				22	By Consultation Expenses		
				23	By Seminars and conferences		
				24	By Publications of Authority		
				25	By Rent and Taxes		
				26	By Interests on Loans		
				27	By Promotional Expenses		
				28	By Membership fee		
				29	By Subscription		
				30	By Purchase of Fixed Assets (specify)		
				31	By Investments and Deposits		
				31.1	By Investments		

			31.2	By Deposits		
			32	By Security Deposits		
			33	By Loans and Advances to:		
			33.1	By Employees:		
			33.11	By Bearing Interest		
			33.12	By not bearing Interest		
			33.2	By Suppliers/ Contractors		
			33.3	By others		
			34	By Repayment of loan		
			35	By Others		
			35.1	By Leave Salary and Pension		
			35.2	Contribution		
			35.3	By Audit Fee		
			35.4	By Misc:		
			36	By Balance carried down		
			36.1	By Bank		
			36.2	By Cash in hand		
				Total		

Member(s) (Signature)

Chairperson (Signature)

Income and Expenditure Account

For the 1st April _____ to 31st March _____

(In Rupees)

A/c Code	Receipts	Current year as on	Previous Year as on	A/c Code	Payments	Current year as on	Previous year as on
37				61	By Fee, Charges and Fine		

37.1			61.1	By Fee		
37.2			61.2	By Charges		
37.3			61.3	By Fines		
37.31			61.4	By Others (specify)		
37.32			62	By Grants		
38			62.1	By Account with Government		
38.1			62.2	By Others (specify)		
38.2			63	By Gifts		
38.3			64	By Seminars and Conferences		
38.4			65	By Sale of Publications		
38.41			66	By Income on Investments and Deposits		
38.42			66.1	By Income on Investments		
39			66.2	By Income on Deposits		
39.1			66.3	By Interest on Loan Advances		
39.2			67	By Miscellaneous Income		
39.3			67.1	By Gain on Sales of Assets		
39.4			67.2	By Excess of expenditure over		
39.41			67.3	(Transferred to Capital Fund Account)		
39.42						
40						
41						

42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54.1						
54.2						
54.3						
54.4						
55						
56						
57						
58						
59						
60						
Total				Total		

Member(s) (Signature)

Chairperson (Signature)

Balance Sheet on 31st March _____

(In Rupees)

A/c Code	Liabilities	Current year as on	Previous Year as on	A/c Code	Assets	Current year as on	Previous year as on
68	Funds			72	Fixed Assets		
68.1	Capital Fund			72.1	Gross Block at Cost		
68.2	Add Excess of Income over Expenditure/ less excess of Expenditure over Income			72.2	Less Cumulative depreciation		
68.3	Other Funds (Specify)			72.3	Net Block		
69	Reserves			73	Capital Work-in-progress		
70	Loans			74	Investments & Deposits		
70.1	Government			74.1	Investment		
70.2	Others			74.2	Deposits		
71	Current Liabilities and provisions			75	Loans and Advances		
				75.1	Account with Government		
				76	Sundry Debtor		
				77	Cash and Bank Balances		
				78	Other Current Assets		
	Total				Total		
Accounting Policies and Notes :							

Member(s) (Signature)

Chairperson (Signature)