FINANCIAL ADMINISTRATION OF NON-PROFIT ORGANIZATIONS

A CASE STUDY OF SELECTED NON-PROFIT ORGANIZATIONS IN AMRAVATI

QUESTIONNAIRE

(A) PROFILE:

(a) Name of the Institute :

(b) Year of Establishment :

(c) Jurisdiction :

(d) Position of the Institute :

<table>
<thead>
<tr>
<th>At the time of establishment</th>
<th>Present Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools/ Divisions/ Branches</td>
<td>Teachers</td>
</tr>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

(e) Amount of Funds in the beginning :

[f] Present amount of Funds/ Sources :

(g) Types of Funds/Reserves maintained in the beginning :
(h) Present types of Funds/Reserves maintained

(i) Nature & Reasons for addition

(j) Assets & Liabilities Position

<table>
<thead>
<tr>
<th>At the Beginning</th>
<th>At Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (2)</td>
<td></td>
</tr>
</tbody>
</table>
(B) FUNDS AND THEIR POSITION:

(1) Types of Funds & Reserves required to be maintained as per Act or Statute.

(2) Actual types of Funds & Reserves maintained.

(3) If variations in the maintenance of Funds & Reserves, give reasons.

(4) Amount transferred to such funds every year: Rs.

(5) Whether it is as per requirement? Yes/No

(6) If no, why?

(7) Reasons of excess transfer in case, if any.

(8) Reasons of less transfer in case, if any.

(9) Whether there are transfers of Funds from Society Accounts to Schools/Colleges? Yes/No
(10) Whether there are transfers of Funds from Schools/Colleges Accounts to Society? : Yes/No

(11) How frequently such transfers are made:

(12) Whether such transfers are interest-free? : Yes/No

(13) Whether there are specific rules regarding use of funds? : Yes/No

(14) Position of Funds (Deposits) - CR.

(15) Position of Funds (Applications) - DR:

(16) Sources of Funds:

<table>
<thead>
<tr>
<th>Funds</th>
<th>Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Long Term</td>
<td></td>
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<tr>
<td>2) Short Term</td>
<td></td>
</tr>
<tr>
<td>3) Capital</td>
<td></td>
</tr>
<tr>
<td>4) Reserves</td>
<td></td>
</tr>
</tbody>
</table>
(C) **MANAGEMENT OF GRANTS**

(a) How many institutions of your society receive Grants?

(b) Position of Grant received:

<table>
<thead>
<tr>
<th>Initial Position</th>
<th>Present Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Grant</td>
<td>Amount</td>
</tr>
<tr>
<td>Period</td>
<td>Amount</td>
</tr>
<tr>
<td>Period</td>
<td>Amount</td>
</tr>
</tbody>
</table>

(c) Amount of Grants received for various activities: Rs.

(d) Activities undertaken on No Grants Basic:

(e) Since When?: Year

(f) Are these activities eligible for Grants?: Yes/No

(g) Likely when?: Year

(h) How the Funds received are used:

(i) Do you submit Utilization Certificate?: Yes/No

(j) Was there any delay in submitting the Utilization Certificate?: Yes/No
(k) If yes, give reason:

(l) Have you received any warning for non-compliance/utilization of Grants? Yes/No

(m) Whether the Grants received for any particular activity are now discontinued? Yes/No

(o) Reason for discontinuation of Grants for such activities:

(n) How the Funds are then raised for such activities:

(p) Whether a new grantable activity is undertaken by your institution? Yes/No

(q) If yes, please give the details of such activities:

(1) Year of Starting:

(2) Nature of activity:

(3) Initial funds:

(4) Grants expected:

(5) Grants received:

(6) Estimated expenses: Recurring
A(7)

(D) MANAGEMENT OF FUNDS (EARNINGS):

(1) What are the sources of funds that are being utilised by your Society at present?

<table>
<thead>
<tr>
<th>Source</th>
<th>% to Total Receipts</th>
<th>% to Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Donations</td>
<td></td>
<td></td>
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<tr>
<td>(c) Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Rents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) Any other, please</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specify</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) Whether your institution accepts Donations? Yes/No

(3) If yes, what are the activities for which Donations are received?

(4) What is the minimum amount of Donation? Rs.

(5) Is there an upper limit of Donation? Yes/No.

(6) Whether these Donations are received from specific types of categories such as

- Parents of Students
- Past Students
- Teachers
- Members of Society
- Wellwishers
- Other Public Trusts
- Sister Organizations
- Parents Organizations
- Any other, please specify

(7) Whether your society receive Regular Donations? Yes/No.
(8) If yes, amount of Regular Donations. Rs.
(9) Secret Donations, if any Rs.
(10) Donations received through Donation Box Rs.
(11) Whether these donations are received for specific purpose? Yes/No.
(12) Whether these donations are received in a specific purpose? Yes/No.
(13) What are the expectations of Donor?
(14) Whether the Donor becomes the member of the Society/Institution automatically? Yes/No
(15) What are 'rights' enjoyed by the donor?
(1) What are the activities for which the Society/Institution charges fees?

(2) What are the activities for which fees are charged but refunded through Govt. Grants?

(3) Whether the Society/Institution has let out any property? Yes/No

(4) If yes, on what basis?
   - Rent Basis
   - Lease Basis

(5) What are terms and conditions if it is let out on rental basis?

(6) What are the terms and conditions if it is let out on lease basis?

(7) If the Society receives rent from different sources please give a statement of income from rent.

(8) How the amount of rent is decided?

(9) Whether there is any clause to determine/exalate the rent with time period? Yes/No
LOANS FROM PARENT SOCIETY AND OTHER EXTERNAL INSTITUTIONS:

(1) Whether the institution takes loans from Society and other institutions? : Yes/No

(2) If yes, for what purposes such loans are taken. Please specify :

(3) What is the usual tenure of such loans? :

(4) What are the conditions for such loans? :

(5) Whether the conditions differ for Short Term and Long Term loans? : Yes/No

(6) Whether the institution pays interest on such loans? : Yes/No

(7) If yes, what is the rate of interest? :

(8) What is the provision for repayment of such loans? please specify :
(6) **MANAGEMENT OF EARNINGS (PAYMENTS):**

(1) Whether the payments for various expenses are estimated in advance? Yes/No

(2) If yes, how?

(3) What are the major heads of expenses?

(4) Whether the expenses are classified into different categories?

(5) If yes, please state the expenses for the following.
   (a) Revenue
   (b) Capital

(6) What are major heads of revenue expenses?

(7) What are the major heads of Capital Expenses?

(8) How the funds are collected to meet revenue expenses?

(9) How the funds are raised to meet the Capital Expenditure?

(10) Whether the expenditure rises to a level higher than the income? Yes/No
(11) If yes, then how the deficit is met:

(12) Whether hand loans are taken:

(13) If yes, from whom?

(14) Any other sources, that are utilised to meet the deficit, please specify:

(15) Whether the income side raises to a level higher than the expenditure:

(16) If yes, how the surplus so earned is utilised?

(17) Whether there is a specific plan to utilise such surplus:

(18) If not, then how the surplus is utilised?
(H) **ACCOUNTING SYSTEM**

(1) What type of Accounting System is used to maintain the accounts?

(2) Name the basic books maintained.

(3) Name the Secondary Books kept by your Society.

(4) What are the major problems faced by your Society while keeping the accounting records?

(5) What are the major improvements that you will suggest to improve the present pattern of accounting?

(6) Who maintains the accounting records?

(7) Please specify the organization & staff of Accounts Department with their qualifications.
(I) **AUDITING OF ACCOUNTS**

(1) What are the statements of accounts prepared by your Society?

(2) Who prepares such statements?

(3) Whether all these statements become part of audited balance-sheet? [Yes/No]

(4) If No, what are the statements that are prepared for internal audit?

(5) What are the problems noticed while preparing such statements?

(6) What measures you will suggest to improve the existing system of preparation of such statements?

(7) What is your Financial year?

(8) When the books are audited

(9) What are the remarks of the auditors?

(10) If the Society has received adverse remarks, reasons thereof.

(11) What remedial actions the Society has taken to improve the situation?
(J) **LEGAL ASPECTS OF FINANCE**

(1) What are the audited statements to be submitted?

(2) What are other specific statements to be submitted?

(3) Do you think that existing provisions of the Public Trust Act are conducive for proper maintenance of accounts? Yes/No

(4) What are the provisions in the Act that are cumbersome from your point of view?

(5) What changes you will suggest to make the Law more useful?

(6) Is there an accounts code/standard code/school code that governs maintenance of accounts finance? Yes/No. Please specify.

(7) If yes,

   (a) Do you find any of the provisions of accounts code adversely affecting the financial health of your institution? Yes/No
(b) What are such provisions?

(c) What changes you will suggest
(K) **COSTING OF SERVICES:**

(1) What is the Fee Schedule for different services offered by your Institute?

(2) What are the fees that are reimbursed by the Govt.?

(3) What are the services for which no grant is received?

(4) Whether there is any method of deciding the amount of fees?

(5) If yes, please give details.

(6) If no, then what is the criteria of deciding fees?

(7) State how the fees for allied or any other services are determined?

(8) Whether the surplus margin in fees schedule is predetermined?

(9) If yes, what is average surplus margin?

(10) What is the Criteria of deciding fees?

   (a) Number of Students

   (b) Type of Service
(c) Type of Infrastructure

(d) Whether the Existing fees charged just meets the exp. level

(e) Any other, please specify.

(11) What are the activities that are being conducted leading to deficit?

(12) What are the activities that generate surplus?

(13) Whether any attempt has been made to raise service charges? Yes/No

(14) Are there any restrictions to increase the service charges? Yes/No

(15) If yes, give details
(L) **BUDGET AND BUDGETARY CONTROL**

(1) Whether there is any method adopted to prepare annual budget of the institution? : Yes/No

(2) If yes, Please specify : 

(3) How the basis/norms of budget are laid down? :

(4) Whether the budget is prepared for each separate activity? : Yes/No

(5) How the Master Budget is prepared? :

(6) Whether there is any Budget Manual? : Yes/No

(7) Whether the estimates in the budget are compared with actuals? : Yes/No

(8) If yes, what action is taken to remove the adverse performance? : 
METHODOLOGY & SYSTEMS:

(1) Is there any set of rules to be followed regarding accounting procedures? Yes/No
(2) If yes, whether such rules are classified into various special/separate categories? Yes/No
(3) Whether there are rules for appropriating funds for existing and developmental activities? Yes/No
(4) Whether there are rules as to delegation of power and authority to spend? Yes/No
(5) Is there any limit as to sanction of payments laid down in Bye-Laws? Yes/No
(6) Whether there are laid down procedures as to purchase, etc.? Yes/No
(7) What are the set of rules as to expenditure on new activities? Yes/No
(8) How the investments in immovable properties are made? Yes/No
(9) Are there any set of rules as to maintain the accounts of assets, depreciation, etc.? Yes/No
N) **FINANCIAL TECHNIQUES**:  

(1) What are the financial techniques that you feel like introducing in your institutions? (please name them)

(2) Of the names mentioned above have you adopted any of them on experimental basis?  
   If yes, please name these.

(3) How it has benefited your institution?

(4) Have you taken any formal training to introduce such techniques?

(5) Are these techniques applied now on regular/full fledge basis?

(6) Do you think that these techniques will benefit the institute for proper utilization of money?

(7) Whether existing system allows use of financial techniques?

(8) Do you feel that these techniques are sufficient?

(9) If no, what are their limitations?

(10) Do you find any necessity of new techniques to be used?
(11) Have you implemented any new techniques of finance to improve management of funds? : Yes/No

(12) What are your experience of application of such techniques? :

(13) What are the areas where implementation of new techniques is feasible? :

(14) Do you adopt a cash-flow technique for financial planning? : Yes/No

(15) If yes, does it help to maintain the finance properly? : Yes/No

(16) Do you suggest any modifications in implementation of such techniques? : Yes/No

(17) If yes, what modifications do you suggest? :
(0) DEVELOPMENTAL POLICIES :

(1) If there is a surplus of funds, how it is utilised? :

(2) Whether there are specific norms to use such funds? : Yes/No

(3) If yes, what are these norms? :

(4) Whether the Bye-Laws have laid down any specific criteria and areas of utilization? : Yes/No

(5) If yes, what are these criteria and areas of utilization? :

(6) Whether the 'Act' restricts use of funds for purposes other than stated in the Act? : Yes/No

(7) Whether the funds are utilised for 'Non-Specified' objectives? : Yes/No

(8) If yes, what are these 'Non-specified' Objectives? :

(9) Whether the institution prefers to channelise the funds for existing activities or to start new activities? : Yes/No

(10) How the funds are procured to start new activities/courses / departments? : Yes/No
(11) Do you have a long-term plan of expansion of your institute? 

: Yes/No

(12) If yes, whether estimated financial requirements are projected in such plan?

: Yes/No

(13) Whether likely sources of finance are considered for this purpose?

: Yes/No

(14) How developmental activities are planned?

: Yes/No

(15) If there are no such developmental plans, do you find it necessary?

: Yes/No

(16) Do you plan to start such a planned developmental activity in near future?

: Yes/No
(P) MODERNIZATION :

(1) Do you think that existing policies of accounting are suitable to meet requirements of educational institutions? Yes/No

(2) If no, what changes you expect in the existing set of policies?

(3) In your view, what are the new ways and methods useful to improve the financial position of educational institutions?

(4) Do you think that there is a need to develop specialised techniques of financial administration of educational institutions? Yes/No

(5) If yes, what are the areas that you will like to incorporate?

(6) Do you think that the officers of institutions should be given a training regarding management of finance? Yes/No

(7) If yes, what should be the coverage of such training programmes?

(8) Do you feel that there is a need to employ 'qualified personnel' to look after the management of funds? Yes/No
What are new areas which you think should be given stress to improve the financial situation of the institution? : Yes/No
(Q) **A NOTE ON COMPUTARIZATION**

Here are certain questions regarding application of computers in educational institutions. You are requested to answer the same.

(1) Whether your institution has introduced any computarised accounting system? Yes/No

(2) If yes, nature of operations computerised.

(3) Advantages envisaged from computarisation.

(4) Have you taken services of a professional consultant for introduction of computarization? Yes/No

(5) Have you installed your own computer? Yes/No

(6) Whether the software programme was readymade or needbased? Readymade/Needbased

(7) Difficulties faced in computarization.

(8) Whether the staff was given any special training for this purpose? Yes/No.

(9) Whether any regular work of the staff was reduced? Yes/No.

(10) Is there any likely job-cut due to computarization? Yes/No.

(11) Estimated cost of burden of computarization: Rs.

(12) How the provision for computarization was made? Head of Account Amount
(13) Whether the institution need to have computerization of all other areas? : Yes/No

(14) Whether there is a planned/phased programme of computerization? : Yes/No
If yes, please specify :

(15) If the institution has not yet undertaken the process of computerization, please state reasons thereof :

(16) What difficulties you expect in computerization? :

(17) Will you computerise the financial programmes if a readymade software is made available. : Yes/No
REPORT OF AN AUDITOR RELATING TO ACCOUNTS
AUDITED UNDER SUB-SECTION (2) OF SECTION 30 & 31
AND RULE 19 OF THE BOMBAY PUBLIC TRUSTS ACT

Registration No ...........................................
Name of the Public Trust ...........................................
For the year ending ...........................................

a) Whether accounts are maintained regularly and in accordance with the provisions of the Act and the rules;
b) Whether receipts and disbursements are properly and correctly shown in the accounts;
c) Whether the cash balance and vouchers in the custody of the manager or trustee on the date of audit were in agreement with the accounts;
d) Whether all books, deeds, accounts, vouchers or other documents or records required by the auditor were produced before him;
e) Whether a register of movable and immovable properties is properly maintained; the changes therein are communicated from time to time to the regional office, and the defects and inaccuracies mentioned in the previous audit report have been duly complied with;
f) Whether the manager or trustee or any other person required by the auditor to appear before him did so and furnished the necessary information required by him;
g) Whether any property or funds of the Trust were applied for any object or purpose other than the object or purpose of the Trust;
h) The amounts of outstanding for more than one year and the amounts written off, if any;
i) Whether tenders were invited for repairs or construction involving expenditure exceeding Rs. 5000/-;
j) Whether any money of the public trust has been invested contrary to the provisions of Section 35;
k) Alienations, if any, of the immovable property contrary to the provisions of Section 55 which have come to the notice of the auditor;
l) All cases of irregular, illegal or improper expenditure, or failure or omission to recover moneys or other property belonging to the public trust or of loss or waste of money or other property thereof, and whether such expenditure, failure, omission, loss or waste was caused in consequence of breach of trust or misapplication or any other misconduct on the part of the trustees or any other person while in the management of the trust;
m) Whether the budget has been filed in the form provided by rule 16A;
n) Whether the maximum and minimum number of the trustees is maintained;
o) Whether the meetings are held regularly as provided in such instrument;
p) Whether the minute books of the proceedings of the meeting is maintained;
q) Whether any of the trustees has any interest in the investment of the trust;
r) Whether any of the trustees is a debtor or creditor of the trust;
s) Whether the irregularities pointed out by the auditors in the accounts of the previous year have been duly complied with by the trustees during the period of audit;
t) Any special matter which the auditor may think fit or necessary to bring to the notice of the Deputy or Assistant Charity Commissioner.

Dated at ...........................................
Chartered Accountants
Auditors

TAX PRINT 377, Bazzargate Street, Bombay 400 001 Phone : 264 33 21  261 54 76
THE BOMBAY PUBLIC TRUSTS ACT, 1950
SCHEDULE IX C
(Vide Rule 32)

Statement of income liable to contribution for the year ending...

<table>
<thead>
<tr>
<th>Name of Public Trust</th>
<th>Registered No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Rs.</th>
<th>P.</th>
</tr>
</thead>
</table>

I. Income as shown in the Income and Expenditure Account (Schedule IX)

II. Items not chargeable to Contribution under Section 58 and Rule 32:

1. Donations received from other Public Trusts and Dharmadas
2. Grants received from Government and Local authorities
3. Interest on Sinking or Depreciation Fund
4. Amount spent for the purpose of secular education
5. Amount spent for the purpose of medical relief
6. Amount spent for the purpose of veterinary treatment of animals
7. Expenditure incurred from donations for relief of distress caused by scarcity, drought, flood, fire or other natural calamity
8. Deductions out of income from lands used for agricultural purposes:
   a. Land Revenue and Local Fund Cess
   b. Rent payable to superior landlord
   c. Cost of production, if lands are cultivated by trust
9. Deductions out of income from lands used for non-agricultural purposes:
   a. Assessment, cesses and other Government or Municipal taxes
   b. Ground rent payable to the superior landlord
   c. Insurance premia
   d. Repairs at 10 per cent of gross rent of building
   e. Cost of collection at 4 per cent of gross rent of buildings let out
10. Cost of collection of income or receipts from securities, stocks, etc. at 1 per cent of such income
11. Deductions on account of repairs in respect of buildings not rented and yielding no income, at 10 per cent of the estimated gross annual rent

Gross Annual Income chargeable to contribution Rs.

Certified that while claiming deductions admissible under the above Schedule, the Trust has not claimed any amount twice, either wholly or partly, against any of the items mentioned in the Schedule which have the effect of double-deduction.

Trust Address:

Dated:

Chartered Accountants
Auditors

Dated:

Trust
THE BOMBAY PUBLIC TRUSTS ACT, 1930
SCHEDULE VIII
Vide Rule 17 (1)
### Income and Expenditure Account for the Year Ending

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>Rs.</th>
<th>Rs.</th>
<th>Rs.</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Expenditure in respect of properties:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates, Taxes, Cesses</td>
<td></td>
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<tr>
<td>Repairs and maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Depreciation (by way of provision or adjustments)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>To Establishment Expenses</td>
<td></td>
<td></td>
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<tr>
<td>To Remuneration to Trustees</td>
<td></td>
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<tr>
<td>To Remuneration (in the case of a trust) to the head of the trust, including his household expenditure, if any</td>
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<tr>
<td>To Legal Expenses</td>
<td></td>
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<tr>
<td>To Audit Fees</td>
<td></td>
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<tr>
<td>To Contribution and Fess</td>
<td></td>
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<tr>
<td>To Amount written off:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>(a) Bad debts</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>(b) Loan scholarship</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>(c) Irrecoverable rents</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(d) Other items</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>To Miscellaneous Expenses</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>To Depreciation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>To Amounts transferred to Reserve or Specific Funds</td>
<td></td>
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</tr>
<tr>
<td>To Expenditure on objects of the trust:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Religious</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>(b) Educational</td>
<td></td>
<td></td>
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<tr>
<td>(c) Medical Relief</td>
<td></td>
<td></td>
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<tr>
<td>(d) Relief of poverty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) Other charitable objects</td>
<td></td>
<td></td>
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<tr>
<td>To Surplus carried over to Balance Sheet</td>
<td></td>
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</tr>
</tbody>
</table>

**Total Rs.**

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**INCOME**

| By Rent (accrued): |     |     |     |     |
| (realized): |     |     |     |     |
| By Interest (accrued): |     |     |     |     |
| (realized): |     |     |     |     |
| On securities |     |     |     |     |
| On loans |     |     |     |     |
| On bank account |     |     |     |     |
| By Dividend |     |     |     |     |
| By Donations in cash or kind |     |     |     |     |
| By Grants |     |     |     |     |
| By Income from other sources (in details as far as possible) |     |     |     |     |
| By Transfer from Reserve |     |     |     |     |
| By Deficit carried over to Balance Sheet |     |     |     |     |

**Total Rs.**

---

*As on our report of even date*

*Strike off whichever is not applicable*
### ESTIMATED RECEIPTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Rs.</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Opening Balance:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Cash in hand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Cash in Bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Estimated Receipts:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Non-recurring:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Donation to be received towards Corpus or for capital objects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Ordinary donations to be received for specific or earmarked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Ordinary donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Recurring:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Rental from leases and rents on immovable property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Interest on debentures, securities, deposits etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Dividends on shares etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Income from agricultural lands</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(v) Other revenue receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Realisation from disposal of assets, repayment of deposits etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Sale of shares, securities etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Repayment of deposits, securities, loans etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Disposal of assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Rs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ESTIMATED DISBURSEMENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Rs.</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Estimated Disbursements:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Non-recurring:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Major repairs and Rebuilding of the Assets, such as building,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>wells, Canada, first measuring of agricultural lands etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) New purchases of immovable properties, stock for investment,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>valuables and other moveables etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Fixed Deposits with Banks and other Companies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Recurring:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Rental, Rates, Taxes and Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Administration Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Payment of salaries and perquisites to the staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Transfer to Depreciation Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(v) Special and current repairs to Buildings, Furniture or other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Miscellaneous expenses not covered by the items above:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Expenses on the objects of the trust:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Details to be given for each object)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Surplus of Receipts over expenditure:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) To be retained in cash or bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) To be transferred to Reserve Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) To be added to Corpus under the instrument of trust</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Closing Balance:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Cash in hand Rs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Cash at Bank Rs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Rs...
"SCHEDULE VIIA"

(FACE SHEET)

Annual Budget for the period:

1. Name and registered address of the Trust:

II. Trustees (as on record in the Register of Public Trust):

1.
2.
3.
4.
5.
6. etc.

III. Objects of the Trust:

1.
2.
3.
4.
5.

IV. A true copy of the Resolution passed by the Board of Trustees sanctioning the Budget.

V. A self-contained scheme for the proposed disbursements on the objects of the trust indicating the total amount required for the scheme and the year during which the total amount would be spread out.

This should be given where the amount of estimated excess of receipts over disbursements as shown in the Budget exceeded 15 per cent of the total estimated receipts.