

SEND TO BANGALORE OFFICE THE FOLLOWING:

Monthly activities progress reports (leprosy/cbr)

Send to Bangalore Office before 10th of every month.

Please send in the prescribed format only

Financial statement:

Monthly Financial statements (Un-audited)

send before 10th of every month as per the prescribed format.

Quarterly statements of accounts: send before 15th of quarter ending.

Eg. Jan-Mar. to be sent 15th April,

April-June to be sent before 15th of July and so on.

Period From 1.1.2011 to 31 .1. 2011

**Project :
CHAINPUR**

Date	Description	CASH Euro		CASH Local Currency		BANK		Bugdet CODE
		In	Out	In	Out	In	Out	
Jan. 1	Opening Bal.			15000		68,187		
01.	Vehicle cost: changed the front window of the office vehicle						671	3:4
01.	bank commission of transferring						1	4.1
05.	Photocopier maintenance: heating drum and working charge				4,000			4.1
11.	bought toner cartridge for the photocopier				3,000			4.1.
20.	Office supplies: window cleaner, vehicle logo, air freshener, CD				7,500			3.4.
24.	Received from Aifo (Amici)	6500	6500			400000		
31.	calculated interest to the bank amount					49		
31.	Cash Drawn			30000			30000	
	Total	6,500	6,500	45000	14,500	4,68,236	30672	
	Balance				30,500		4,37,564	

Reported
by:

Parthipan Program Manager

SUMMARYJAN

Code No.	Particulars	Receipts	JAN Paymt	FEB Pymnt	MAR Paymt	Total Paym
	Opening Bal.	83187				
	Received from Aifo	400000				
	Interest on s.b. ac.	49				
3.4	Trave/Fuel(lp)		8171			671
4.3	Transprt(cbr)		7001			14500
	Total	483236	15172			15172

Date	Description	CASH Euro		CASH Local Currency		BANK Euro		Budget CODE
		In	Out	In	Out	In	Out	
Feb.1	Opening Bal.			30,500		4,37,564		
01.	Salaries paid to staff, details as per register						20000	2.3
01.	Salaries paid to Doctors						6000	2.1
01.	Salaries paid to Para Med. staff						8000	2.2
02.	Air Tkt charges paid to T-Travels-for Mr.charan						5000	3.4
08	Office cleaning charges for Jan				1000			4.1
11.	Fuel for office Vehicle				5,000			3.4
19.	Public Relation expenses, Tea coffee				500			4.2
23.	Purchase of Printing & Stationery						3800	4.1
26.	Telephone bill paid				500			3.1
28	Postages-Courier charges- Docs. To Amici				50			3.1
	Total			30,500	7,050	4,37,564	42800	
	Balance				23,450		3,94,764	

Reported by: Parthipan, Programme Manager

SUMMARY – JAN - FEB

Code No.	Particulars	Receipt	JAN Paymnt	FEB Paymnt	MAR Paymnt	Total Paymnt
	O.Bal.	483236				
2.1	Fees – Docs			6000		6000
2.2	Fee-Tech stf			8000		8000
2.3	Salary Admn			20000		20000
3.1	Rep&Maint			550		550
3.4	Travel/Fuel		8171	10000		18171
4.1	Office Exp.		7001	4800		11801
4.2	Publ. reln.			500		500
4.3	Transport/cbr					
	Total	483236	15172	49850		65022
	Balance					418214

Date	Description	CASH Euro		CASH Local Currency		BANK Euro		Bugdet CODE
		In	Out	In	Out	In	Out	
Mar 1	Opening Bal.			23,450		3,94,764		
01.	Salaries paid to staff, details asper register						20000	2.3
01.	Salaries paid to Doctors						6000	2.1
01.	Salaries paid to Para Med. staff						8000	2.2
04	Fuel for office Vehicle				5,000			3.4
04	Postages: Courier charges				120			3.1
10	Travelling- Train tkts for Sunjay				500			3.4
19.	Public Relation expenses, Tea coffee				500			4.2
23.	Toner purchased for printer						2400	4.1
26.	Telephone bill paid				500			3.1
26.	Public Relation expenses, Tea coffee for the visitors				500			4.2
30.	Local conveyance paid to Ramanjari				120			3.4
	Total			23,450	7240	3,94,764	36,400	
	Balance				16210		358364	

Reported by: Parthipan Program manager

SUMMARY – JAN - MAR

Code No.	Particulars	Receipts	JAN Paymnt	FEB Paymnt	MAR Paymnt	Total Paymnt
	O.Bal	483236				
2.1	Fees – Docs			6000	6000	12000
2.2	Fee-Tech stf			8000	8000	16000
2.3	Salary Admn			20000	20000	40000
3.1	Rep&Maint			550	620	1170
3.4	Travel/Fuel		8171	10000	5620	23791
4.1	Office Exp.		7001	4800	2400	14201
4.2	Publ. reln.			500	1000	1500
4.3	Transport/cbr					
	Total	483236	15172	49850	43640	108662
	Balance					374574

AMICI DI ROUL FOLLEREAU
 NO.58, KAVERY LAYOUT, 4th CROSS TAVAREKERE MAIN ROAD,
 DHARMARAM COLLEGE POST, BANGALORE-560 029

BANK PAYMENT VOUCHER

No.....

S.B. Account No. 505900/5059/6259/9389

Date.....20..

Particulars	Amount	Cost Centre	AIFO Code
Debit			

Paid to Mr./Ms.M/s.....

Rs.....(in words).....

By cheque No.....Dated/DD. No.....dated.....drawn on.....

Towards.....

Prepared Approved Authorised Receiver's Signature.

AMICI DI ROUL FOLLEREAU
 NO.58, KAVERY LAYOUT, 4th CROSS TAVAREKERE MAIN ROAD,
 DHARMARAM COLLEGE POST, BANGALORE-560 029

CASH PAYMENT VOUCHER

No.....

Date.....20..

Particulars	Amount	Cost Centre	AIFO Code
Debit			

Paid to Mr./Ms.M/s.....

Rs.....(in words).....

Towards.....

Prepared Approved Authorised Receiver's Signature.

THANKING LETTERS: send once in 6 months: Jan and July.

INFORMATION TO BANGALORE OFFICE:

Information such as :
change of office address if any,
change of email id,
change of telephone/mobile phone nos.
transfer of staff.

F.C.R.A. SOME IMPORTANT NEW ISSUES

F.C. Returns for the year 2010-11 shall file in for FC-3, before 31.12.2011
From 2011-12 onwards FC Returns to be filed in FC-6.

Until this year i.e. 2011, only Receipts & Payments and Balance Sheet were the mandatory documents to be furnished to the Home ministry.

From the year 2011-12 onwards, along with the R/P and B/S, Income & Expenditure accounts also to be furnished.

Renewal of FCRA registration to be before 6 months and it should be done every five years once. Existing certification expire on 01.05.2016.
Hence renewal to be done on 1.12.2015 or before.

Preserve accounting records for 6 months.