

Specimen

SATHYA SAI BABA CENTRE of

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH APRIL.....

INCOME

RM

Donations (to specify in detail such as
Old Folks Home, EHV etc).

Book Sales

.....(Others)

.....(Others)

Total Income

(a)

EXPENDITURE

PROJECT AND SEVA EXPENSES

Community Adoption project

Old Folks Homes

Medical Camps

EHV training Camp

Teen Youth Camp

Sub-total

Centre Running Expenses

Food & Drinks

General Expenses

Rental

Maintenance & Service

Postages

Photocopy Expenses

Stationery

Festival Expenses (e.g. Thaipusam)

Telephone

Water & Electricity

Newsletters etc

Traveling

Etc

Total Expenditure

(b)

SURPLUS/(DEFICIT) FOR THE YEAR

RM _____ (a) – (b)

Chairman

Hon. Secretary

Hon. Treasurer

Hon Auditor

Hon Auditor

(SPECIMEN)
SATHYA SAI BABA CENTRE OF.....
RECEIPTS & PAYMENTS ACCOUNTS FOR THE YEAR ENDED 30TH APRIL.....

	<u>RM</u>	
Opening Balance : At Bank		
Cash in Hand		(h)
<u>Receipts</u>		
Donations		
Book Sales		
..... (others)		
..... (others)		
Total Receipts	RM	(i)
<u>Less: Payments</u>		
Food & Drinks		
General Expenses		
Hiring Charges		
Maintenance & Services		
Postages		
Purchase of Fixed Assets		
Purchase of Library Books		
Photographic Expenses		
Stationery		
Festival (e.g. Thaipusam)		
Telephone		
Traveling		
Water & Electricity		
Subscription for Magazines, Newsletters etc.		
Rental of Hall		
Total Payments	RM	(j)
		(h)+(i)-(j)
Closing Balance: At Bank		
Cash in Hand	RM	(k)

(note: '(h)+(i)-(j)' must give the same value as '(k)' otherwise there is an error in the accounts

Chairman	Hon. Secretary	Hon. Treasurer
Hon Auditor		Hon Auditor

SATHYA SAI BABA CENTRE OF.....
ANNUAL ACCOUNTS FOR THE YEAR ENDED 30TH APRIL.....

The Accounts and notes as set out on Pages 1 to ___ of SATHYA SAI BABA CENTRE OF _____ for the year ended 30th Apr ___ are properly drawn up to show a fair state of affairs of the Centre, and the results for the financial year ended on the same date.

Chairman

Hon. Secretary

Hon. Treasurer

AUDITOR'S REPORT

We have examined the accounts of the above and have obtained all the information required. In our opinion the accounts and notes as set out on pages 1 to ___ are properly drawn up and they represent a true and fair view of the state of affairs of SATHYA SAI BABA CENTRE OF _____ as at 30th April ___ and the results for the financial year ended on the same date.

Hon Auditor

Hon Auditor