



To,

✓ All Principals

Jawahar Navodaya Vidyalaya

Lucknow Region

**Sub:- Preparation of Annual Accounts of Jawahar Navodaya Vidyalayas for the year 2014-15 in the Revised Format of Accounts - regarding.**

Sir

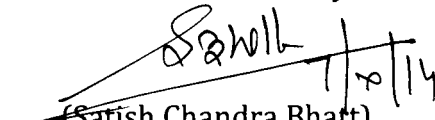
Kindly find enclosed herewith a copy of revised guidelines of annual accounts for its implementation in Jawahar Navodaya Vidyalayas received from NVS Headquarters office, Noida which is self explanatory.

In this regard, a meeting of all staff members who is dealing with the accounts of JNVs will be fixed in due course. You may download the revised guidelines and **revised format** of Annual Accounts on the NVS Regional office website ([www.nvsrolko.org](http://www.nvsrolko.org))

Kindly acknowledge the receipt of this letter.

Enc:- As above

Your's Faithfully,

  
(Satish Chandra Bhatt)  
Section Officer (Finance)

Copy to! → Sh. Veda Prakash, Computer Operator, for  
uploading revised format of Annual  
Accounts on Regional office website.



**NAVODAYA VIDYALAYA SAMITI**  
(AN AUTONOMOUS ORGANISATION OF MINISTRY OF HRD,  
DEPARTMENT OF SCHOOL EDUCATION & LITRACY)  
B-15, INSTITUTIONAL AREA, SECTOR-62,  
**NOIDA-201307, DISTT. G.B. NAGAR (UP).**

**F.No.1-52/2014/NVS (F&A)**

**Dated: 23.09.2014**

1. The Deputy Commissioner, All Regional Offices of NVS.
2. The Director/Incharge, Navodaya Leadership Institute (All NLIs).

**Subject. : Preparation of Annual Accounts of Navodaya Vidyalaya Samiti for the year 2014-15 in the Revised Format of Accounts-regarding**

**Sir/Madam,**

As you are aware that the Annual Accounts of Navodaya Vidyalaya Samiti for the year 2013-14 have earlier been prepared on accrual basis and also submitted to the Statutory Auditor (i.e The Principal Director of Audit, (Central), Lucknow) for necessary certification. However, in order to comply with the instructions of Ministry of HRD, the Annual Accounts of NVS for the year 2014-15 are required to be prepared in the revised format of accounts prescribed by the Ministry of HRD. With a view to fulfill the mandatory requirement, the revised format of Annual Accounts of NVS has been approved by the Ministry of HRD vide its letter No.F.29.11/2013-IFD/16/advisory/005 dated 06.06.2014.

2. In this regard, it is stated that the preparation of Annual Accounts in the revised format has now to be taken up on **Top Priority**. Therefore, to facilitate the field units in preparation of their accounts, the revised format of Annual Accounts for the year 2014-15 has been devised by this office for JNVs/ROs/NLIs/Hqrs'., Office of NVS. Accordingly, the soft copy thereof is being made available to Regional Offices. It is the responsibility of the Regional Office concerned to circulate the same to all JNVs/NLIs working under their jurisdiction for preparation of the Annual Accounts 2014-15 in the revised format.

3. In order to familiarize with the revised format of Annual Accounts and also to make acquaint with the procedure and guidelines to be followed for the preparation of accounts by the concerned staff of JNVs/NLIs, a training programme may be organized at Regional Office level after conducting a training programme by NVS Hqrs. Office in respect the Regional Office staff which shall be conducted shortly.

4. While preparing the Annual Accounts in the revised format, the following procedures and guidelines must specifically be kept in view:-

- (i) All unit heads are required to maintain the ledger accounts for the year 2014-15 in accordance with the operating heads as mentioned in the revised format.

- (ii) The revised format of Annual Accounts 2014-15 contains **Balance Sheet (Form-C)**, **Income & Expenditure Account (Form-B)** and the **Receipts & Payments Account (Form-A)** together with Schedules No.1 to 21 and Statements showing the Closing Balance and the utilization of funds against funds received /available during the year 2014-15 as (Form-AA) and Supplementary details of adjustments made in the Income & Expenditure Account and Balance Sheet during the year 2014-15 as (Form-BB).
- (iii) The concerned staff of JNVs/ROs/NLIs who has to prepare the accounts initially must go through the contents of revised proforma thoroughly and understood its feasibility. In case of any doubt / problem arises, the same may be got clarified from the concerned RO / Hqrs office of NVS.
- (iv) To prepare the Annual Accounts in the revised format, necessary provisions towards refund of unspent balance, outstanding liability, prior period expenditure, pre-paid expenses, receivable amount, outstanding retirement benefits (other than Samiti's contribution of CPF), stock of unutilized consumable items at the close of financial year 2014-15, depreciation on assets items, will have to be made as per existing instructions. However, a statement containing specimen entries in respect of the above transfer-cum-adjustment entries is enclosed as Annexure -III, for ready reference.

While making provision on the above points, the Head-cum-Party wise details with reference to the nature of transactions carried out during the financial year 2014-15 must also be prepared and appended with the Annual Accounts in support of provisions therefore made under the respective Head of Accounts.

5. The duly consolidated Annual Accounts of the Region in the revised proforma shall be submitted to NVS Hqrs. Office, in person, by the Regional Team for necessary verification and acceptance of the Accounts as per the prescribed time schedule.

6. This issues with the approval of Commissioner, NVS.

Yours faithfully,

  
(RAMJIT)

**Assistant Commissioner (Fin)**

Copy to:

1. The Deputy Commissioner (Admn.), NVS Hqrs., Noida-for similar action in respect of NVS Hqrs. Office Account.
2. ✓ The Accounts Officer/Section Officer(Finance), NVS, All Regional Offices- for information and with a request to intimate the contents of this letter to the JNVs of your Region for necessary compliance.

  
**Assistant Commissioner (Fin)**

**GUIDELINES FOR THE PREPARATION AND CONSOLIDATION OF ANNUAL ACCOUNTS OF JNVs/ROs/NLIs/HQRS., OFFICE OF NVS IN THE REVISED FORMAT FOR THE FINANCIAL YEAR 2014-15.**

**Part - I : GENERAL**

The Annual Accounts of NVS for the financial year 2014-15 shall be prepared in the Revised Format as prescribed by NVS Hqrs. This Format has been devised on the basis of contents of common format as prescribed by the Ministry of HRD for all Central Autonomous Organisations/Institutions and suitably incorporating all the required Head of Accounts as per nature of transactions being carried out by NVS with reference to the goals and objectives of Navodaya Vidyalaya Scheme. The Revised Format of Accounts comprises **Receipts & Payments Account** (Form-A), **Income & Expenditure Account** (Form-B) and the **Balance Sheet** (Form-C) which interalia contain Schedules from I to 21 Nos., together with Closing Balance Statement showing the utilization of funds against funds received / available during the year 2014-15 as (Form-AA) and Supplementary details of adjustments made in Income & Expenditure Account and Balance Sheet during the year 2014-15 as (Form-BB).

The revised Format of Annual Accounts has been categorized into the following two types of activities/funds:

**A. Unrestricted Funds:-**

- (i) Activities under taken against Corpus Funds.
- (ii) Activities undertaken against Grants/Funds received for General Functioning.
- (iii) Activities undertaken against Grants/Funds received for Designated/ Earmarked Funds.

**B. Restricted Funds:-**

- (i) Activities undertaken against Grants/Funds received for Special Programme and activities.
- (ii) Activities undertaken against Grants /Funds received for Endowment Funds.

Therefore, all the financial transactions carried out during the year 2014-15 need to be depicted distinctly under the concerned Heads of aforesaid activities/funds. Further, since no activity concerning with Unrestricted Funds (Designated / Earmarked) and Restricted Funds (Endowment) is being undertaken during the year 2014-15, this will be shown as NIL in the Revised Format.

In this regard, the Significant Accounting Policies and Notes on Accounts elaborated in Schedule-21, appended with the Balance Sheet, may also be referred to.

### **Part - II: Procedure for Compilation of Annual Accounts.**

While compilation of Annual Accounts for the year 2014-15 in the revised format, the procedure regarding depiction of financial transactions shall be followed as under:

#### **1. Receipts & Payments Account :**

- (i) The Receipts & Payments Account does not contain any schedules. The Broad Head of Accounts of Receipts and Payments have been categorized into the above mentioned two types of activities/funds. Hence, all the financial transactions carried out during the year 2014-15 on actual basis shall be depicted under the respective activities/funds.
- (ii) During the year 2014-15, since no activity in respect of Unrestricted funds (Designated / Earmarked) and Restricted Funds (Endowment), is being undertaken, the financial transactions to this effect be shown as NIL in both the sides of Receipts & Payments Account. Likewise, the financial transactions in respect of Activities undertaken against Corpus Funds & Special Programmes and Activities Funds shall be shown under the Head "Unrestricted Funds (Corpus Funds) and Restricted Funds (Special Programmes / Activities) respectively in both the sides of Receipts & Payments Account. All other transactions be depicted against the Grants/Funds received for General Functioning Activities (Unrestricted Funds).
- (iii) The Broad and Sub-Head(s), as prescribed in Receipts & Payments Account, shall only be taken into account and no additional Head of Account be opened till it is specifically asked for.

- (iv) The Closing Balance as on 31.03.2014 if any under the Restricted Funds (Special Programme and Activities) remained with JNVs/ Regional Office concerned shall be treated as activities undertaken against Grants/Funds received for General Functioning.
- (v) While working out the amount of closing balance as on 31.3.2015 in Form- AA, the amount of Internal Receipts shall also be worked out Fund-Cum-Activity wise. Therefore, it would comprise the effect of the following broad heads:
- a. **Interest Received,**
  - b. **Other Income**
    - i) Revenue nature
    - ii) Capital nature
  - c. **Any Other Receipts**
    - i) Recovery of Interest Bearing Advances
    - ii) Recovery of Non-Interest Bearing Advances
    - iii) Remittances
    - iv) Earnest Money & Security Deposits
    - v) Refund of Deposits by Construction Agencies

Under the above mentioned Broad Heads, the heads pertaining to Non-Interest Bearing Advances, EM&SD and Remittances are known as '**DDR**' Heads. Therefore, in respect of '**DDR**' Heads, if the total of Receipts stand more than the total of payments made during the year, its net effect be taken as Receipts and to the contrary, if the total of payments made exceeds to the total of receipts, its net effect be accounted for as payments, in the Schedule of closing balance.

## **2. Income & Expenditure Account :**

- (i) The Income & Expenditure Account contains Schedules from 10 to 20 Nos. which have been categorised into two types of activities / funds, duly bifurcated under broad head of accounts. Hence, the Broad head of accounts / sub-heads / columns, as prescribed in the schedules, shall only be taken into account and no additional head of account be opened till it is specifically asked for.
- (ii) During the year 2014-15, the financial transactions in respect of Activities undertaken against Corpus Funds & Special Programme shall be shown under the Head "Unrestricted (Corpus Funds) and Restricted Funds (Special Programmes/Activities funds) respectively in both the sides of Income & Expenditure Account. All other transactions be depicted against the Grants/Funds received for General Functioning Activities (Unrestricted Funds).

- (iii) While compiling the figures in respect of Schedule-10 relating to funds received from NVS Hqrs./ROs., the closing balances as on 31.3.2014 as per Receipts & Payments Account for the year 2013-14, shall be shown under the column "Additions – Closing Balance of previous year permitted to utilize during the year" under Fund-Cum-Activity Wise.
- (iv) Further, the expenditure incurred on capital nature of items (viz. direct works and non-consumable items), shall be deducted from the total funds received for the year 2014-15, being the capital nature of expenditure, so as to arrive at the amount actually available to meet the revenue nature of expenditure for the year 2014-15.
- (v) To Prepare the Income & Expenditure Account in the revised format, the necessary provisions in respect of outstanding liability, prior period expenditure, pre-paid expenses, recoverable amount, outstanding retirement benefits (i.e. encashment of Earned Leave and payment of Gratuity), unutilized consumable items at the end of the year, depreciation on assets items, etc need to be made as per existing guidelines in this regard earlier issued vide this office letter No. F.No.5-1/2002/NVS (F&A) dated 10.10.2003 and subsequent instructions thereon issued by this office time to time.

While making provision on the above points, the Head-Cum-Party wise details with reference to nature of transactions carried out during the financial year 2014-15 be prepared and appended with the Annual Accounts in support of the provisions therefor made under the respective Head of Accounts. Necessary adjustment entries in this regard should initially be made in the Adjustment-cum-Transfer Entry Register and its effect also accounted for in the respective schedule of Accounts, duly furnishing its details in the prescribed statement (i.e. Form-BB). Specimen entries for these adjustments may also be referred in **Annexure-III**.

- vi) The depreciation on assets items shall be charged as per the existing rates, as earlier mentioned in Schedule -21 of the revised format of Annual Accounts.

- (vii) After compilation of figures under the Broad Head of Accounts in Income & Expenditure Account, the gross amount towards Excess of Income over Expenditure or vice versa for the year 2014-15 shall be worked out and shown under Fund-Cum-Activity Wise. Afterwards the amount pertaining to Unrestricted-Corpus, Designated/Earmarked Funds and Restricted-Endowment Funds (as per details thereof recorded in Schedules-1(B)(i)) shall be deducted from respective Head of Account and Columns prescribed thereof in Income and Expenditure Account. The balancing figure therefor would reveal the balance being surplus / deficit for the year 2014-15 against "Unrestricted Funds- Activities undertaken against Grants/Funds received for General Functioning and Restricted Funds- Activities undertaken against Grants/Funds received for Special Programmes and activities" which shall be carried over and shown under the Head Excess of Income over Expenditure Account in the Balance Sheet at Schedule -1(B).

### 3. BALANCE SHEET

The Balance Sheet contains Schedules from 1 to 9 Nos. and the Schedule bearing No.21 stipulates the "Significant Accounting Policies and Notes on Accounts", which are to be followed during the course of preparation of Annual Accounts of field units for the financial year 2014-15. These must be noted for necessary compliance and guidance in future as well.

While finalizing the Balance Sheet, the following procedure may be adopted:

- (i) While preparing the Balance Sheet as on 31.03.2015, the closing balance of the Balance Sheet as on 31.03.2014 shall be recorded invariably as opening balance with reference to the respective Funds /Activities.
- (ii) In the Revised Format, the Broad Head of Account "Unrestricted and Restricted Funds" denotes the total value of assets items to be capitalized upto the year 2002-03 against Unrestricted -General Fund. However, the Activity-cum-Fund wise bifurcation thereof shall be considered from the financial year 2003-04 in respect of assets acquired (including assets items received as gift / donation) on or after 1.4.2003 onwards.
- (iii) The information required vide Schedule No(s).4 and 9 concerning with Broad Heads - Funds Debt Employees Provident Fund, Funds Debt Employees Group Savings Linked Insurance Scheme and New Pension Scheme respectively, shall be furnished as NIL since these heads are to be operated centrally at NVS Hqrs. However, the details regarding amount receivable and payable up to the year 2014-15 in respect of NVS Employees CPF, GSLIS and NPS Accounts need to be prepared and sent to Centralized CPF/GSLIS/NPS Units for preparing the Consolidated Annual Accounts for the year 2014-15.



**Part-III**

- (i) The Revised Format of Annual Accounts Proforma 2014-15 contains the total 21 Schedules together with prescribed Statements marked as Form-"AA and BB". All these Schedules and Statements alongwith Receipts & Payments Account, Income & Expenditure Account and the Balance Sheet shall be prepared in the prescribed proforma of Annual Accounts 2014-15, by each field unit and submitted to the Regional Office concerned.
- (ii) Thereafter the Regional Office shall consolidate the Accounts of all Units (viz. JNVs / NLI's / R.O.'s Main & Hqrs. Account) in the Revised Format. While consolidating the Accounts in the Revised Format, it may please be ensured that the final figures as accepted by Hqrs. Office in respect of Annual Accounts for the year 2013-14, are only taken into account and there should not be any variation on this account.
- (iii) The practical problems, if any arises, in compilation of Annual Accounts in the Revised Format, may please be referred to NVS Hqrs, / RO concerned for necessary clarification.
- (iv) Further, a statement containing details of existing Schedule No(s) converted into new Schedule Nos. in the revised format of Annual Accounts is enclosed at Annexure-II, for ready reference.

x x x x

**Statement showing the comparison in number of Schedules contained in the Revised Format of Annual Accounts with reference to the Existing format.**

| Revised Proforma |   | Existing Proforma  |   |
|------------------|---|--|---|
| New Sch. Nos     | Particulars   | Old Sch. Nos   | Particulars   |
| FORM-C           | Balance Sheet   | FORM-C   | Balance Sheet   |
| SCH-1            | Unrestricted / Restricted Funds                                     | XXXIII ,XXXIV &XXXVII  | Capital Fund, Corpus Fund & Excess of Income over Expenditure       |
| SCH-2            | Loans / Borrowings  | XXXVIII  | Loans / Borrowings  |
| SCH-3            | Current Liabilities and Provisions                                  | XII  | Current Liabilities and Provisions                                  |
| SCH-4            | Funds Debt Employees Provident Fund/GSLIS/NPS Fund                  | XL   | Funds Debt Employees Provident Fund/GSLIS/NPS Fund                  |
| SCH-5            | Fixed Assets - Tangible Assets                                      | XLII   | Fixed Assets  |
| SCH-6            | Investments   | XLIII  | Investments   |
| SCH-7            | Current Assets  | XLIV Only Funds & excluding Receivable and Pre-Paid amount of all Transactions | Current Assets  |
| SCH-8            | Loans, Advances and deposits  | XLIV (Only Receivable and Pre-paid amount )<br>XLV & XLVI                      | Loans, Advances and deposits  |
| SCH-9            | Bank balances and Investments of NVS Employees CPF/GSLIS/ NPS Funds | XLVII & XLIX   | Bank balances and Investments of NVS Employees CPF/GSLIS/ NPS Funds |
| FORM-B           | Income & Expenditure Account  | FORM-B   | Income & Expenditure Account  |
| SCH-10           | Grants & Donations (Irrevocable Grants & Subsidies Received)        | XX   | Funds received from NVS   |
| SCH-11           | Other Income  | XXI,XXII,XXIII   | Interest earned,Other Income  |

Adjustment Entries to be made in the Transfer-cum-Adjustment Entry Register for the preparation of Annual Accounts for the year 2014-15 on accrual basis.

1. For depiction of entries towards adjustment of Non-interest Bearing Advances pertaining to previous year.

| Sl.No. | Particulars   | Dr.   |        | Cr.  |        |
|--------|---|---|--------|--|--------|
|        |   | Head of Account   | Amount | Head of Account  | Amount |
|        | Being the amount of Non-Interest Bearing Advances of previous year adjusted against expenditure incurred during the year 2014-15. | <b>Income &amp; Expenditure Account</b><br><br><b>Head of Account as per nature of expenditure</b><br><br>(+) Under the column "Additions" Sub Column Expenditure Against adjustment of advances of previous year in respective head of account from Schedule-13 to 20 onwards and 'corrections / adjustment made during the year i.r.o. concerned heads of account of Balance Sheet. |        | <b>Balance Sheet</b><br><br><b>Non-Interest Bearing Advances - previous year</b><br><br>(-) Under current year column of corrections / adjustments made during the year in the head of account "Loans, Advances & Deposits" Sub Head 'NIBA' at Schedule-8. |        |

2. For depiction of entries towards adjustment of deposits (M&R) pertaining to previous year.

| Sl.No. | Particulars   | Dr.   |        | Cr.  |        |
|--------|---|---|--------|--|--------|
|        |   | Head of Account   | Amount | Head of Account  | Amount |
|        | Being the amount of deposits (M&R) of previous year adjusted against M&R expenditure incurred during the year 2014-15 | <b>Income &amp; Expenditure Account</b><br><br><b>M&amp;R Works of Buildings Account</b><br><br>(+) Under the column "Additions" Sub Column Expenditure Against adjustment of deposits (M&R) of previous year in the head of account M&R works of Buildings at Schedule-18. |        | <b>Balance Sheet</b><br><br><b>Deposits (M&amp;R)</b><br><br>(-) Under current year column of corrections / adjustments during the year in the head of account "Loans, Advances & Deposits" Sub Head 'Deposits (M&R)' at Schedule-8. |        |

3. For depiction of entries towards adjustment of Deposit (Works) pertaining to previous year.

## i) For deposit adjustment

| Sl.No. | Particulars   | Dr.   |        | Cr.   |        |
|--------|---|---|--------|---|--------|
|        |   | Head of Account   | Amount | Head of Account   | Amount |
|        | Being the amount of <b>Deposits (Works)</b> of previous year adjusted with the actual expenditure on construction works of buildings during the year 2014-15. | <b>Balance Sheet</b><br>Construction Works of Buildings Account<br>(+) Under Column "Gross Block" Sub Column "Corrections / Adjustments during the year" in the head "Buildings. Works completed in <b>Schedule-5</b> . |        | <b>Balance Sheet</b><br>Deposits (Works) Account<br>(-) Under current year column of "Corrections / Adjustments during the year" in the head of account "Loans, Advances & Deposits" Sub Head 'Deposits (Works)' at <b>Schedule-8</b> . |        |

## ii) For Capitalization

| Sl.No. | Particulars   | Dr.   |        | Cr.   |        |
|--------|---|---|--------|---|--------|
|        |   | Head of Account   | Amount | Head of Account   | Amount |
|        | Being the amount of construction works of buildings under the head Deposits (works) capitalized and adjusted with capital fund account during the year 2014-15. | <b>Balance Sheet</b><br><b>Excess of Income over Expenditure</b><br>(-) Under the current year column of Sub Head of Account "Excess of Income over Expenditure" at <b>Schedule-1</b> . |        | <b>Balance Sheet</b><br><b>Capital fund Account</b><br>(+) Under current year column of "Corrections/ adjustments made during the year under sub head "Unrestricted/ Restricted Funds" at <b>Schedule-1</b> (Fund- cum- Activity wise). |        |

4. For depiction of entries towards forfeited amount of EM & SD pertaining to previous year.

| Sl. No. | Particulars   | Dr.   |        | Cr.   |        |
|---------|---|---|--------|---|--------|
|         |   | Head of Account   | Amount | Head of Account   | Amount |
|         | EM & SD of previous year forfeited during the year 2014-15. | <b>Balance Sheet</b><br><br>(-) Under Column Correction / Adjustment during the year sub-head "EM & SD" in Schedule of Current Liabilities and Provisions at <b>Schedule-3.</b> |        | <b>Income &amp; Expenditure Account</b><br><br>(+) Under Column "Amount of EM & SD forfeited during the year" at <b>Schedule -11.</b> |        |

5. For depiction of entries towards current liabilities & provisions on account of outstanding expenditure for the year 2014-15.i) For Revenue Nature of Expenses:

| Sl.No. | Particulars   | Dr.  |        | Cr.  |        |
|--------|---|--|--------|--|--------|
|        |   | Head of Account  | Amount | Head of Account  | Amount |
|        | Being the amount of outstanding payments on account of revenue expenditure for the year 2014-15 depicted as current liabilities and provisions during the year 2014-15. | <b>Income &amp; Expenditure A/c</b><br><br><b>Outstanding Expd.</b><br><br>(+) Under Sub column "Amount Outstanding" for the year "in respective <b>Schedule-13 to 19.</b> |        | <b>Balance Sheet</b><br><br>Current Liabilities & Provisions Head of Account (As per Contra)<br><br>(+) Under Respective sub-head at <b>Schedule -3.</b> |        |

ii) For Capital Nature of Expenses.

| Sl.No. | Particulars  | Dr.   |        | Cr.  |        |
|--------|--|---|--------|--|--------|
|        |  | Head of Account   | Amount | Head of Account  | Amount |
|        | Being the amount of Outstanding Payments on Account of capital expenditure for the year 2014-15, depicted as current liabilities and provisions during the year 2014-15. | <b>Income &amp; Expenditure A/c</b><br><br>Outstanding Expenditure<br><br>(+) Under Sub column "Amount Outstanding" for the year in <b>Schedule-20.</b> |        | <b>Balance Sheet</b><br><br>Current Liabilities & Provisions Head of Account (As per Contra)<br><br>(+) Under Sub-Head Capital Nature (Fixed Assets at <b>Schedule -3.</b> |        |

**Note:** The corresponding amount towards **Outstanding Payments** for capital nature of expenses should also be depicted in **Schedule- 10** under the sub head "Deduction-Amount Capitalized for the year and column "Add-Amount Outstanding for the year".

6. For depiction of entries towards Interest Receivable on Interest Bearing Advances, Bank Interest etc. for the year 2014-15.

| Sl.No. | Particulars  | Dr.   |        | Cr.   |        |
|--------|--|---|--------|---|--------|
|        |  | Head of Account   | Amount | Head of Account   | Amount |
|        | Being the amount of Interest on Interest Bearing Advances/Savings Bank Account / Short term deposits with Bank, accrued as on 31.3.2015 but not actually realized accounted for during the year 2014-15. | <b>Balance Sheet</b><br><b>Interest Receivables</b><br>(+) Under current year column of "Additions during the year" Sub head ' <b>Interest Receivable</b> ' Under the Schedule "Loan Advances & Deposits" at <b>Schedule-8.</b> |        | <b>Income &amp; Expenditure A/c</b><br><b>Interest Earned A/c</b><br>(+) Under current year column of the head ' <b>Interest Earned</b> ' (Sub-head) as per nature of Income at <b>Schedule-11.</b> |        |

7. For depiction of entries towards Pre-paid Expenditure for the year 2015-16 actually paid during the year 2014-15

| Sl.No. | Particulars  | Dr.   |        | Cr.   |        |
|--------|--|---|--------|---|--------|
|        |  | Head of Account   | Amount | Head of Account   | Amount |
|        | Being the amount of Revenue Nature of expenditure for the year 2015-16 actually paid during the year 2014-15 depicted as Pre-paid expenditure during the year. | <b>Balance Sheet</b><br><b>Pre-paid Expenditure</b><br>(+) under current year column of "Additions during the year" under the head 'Loan, Advances & Deposits' Sub Head <b>Pre Paid expenditure</b> at <b>Schedule-8.</b> |        | <b>Income &amp; Expenditure A/c</b><br>(Head of Account as per Revenue nature of items)<br>(-) Under column Deductions, sub-column, <b>Pre-paid expenditure</b> (i.e. amount paid for subsequent year) at <b>Schedule-13 to 19.</b> |        |

ii) For depiction of entries towards Pre-paid Expenditure of the year 2013-14 adjusted in the year 2014-15

| Sl.No. | Particulars   | Dr.  |        | Cr.   |        |
|--------|---|--|--------|---|--------|
|        |   | Head of Account  | Amount | Head of Account   | Amount |
|        | Being the amount of <u>Pre-paid expenditure</u> of the year 2013-14 adjusted with the concerned head of expenditure during the year 2014-15 | <b>Income &amp; Expenditure Account</b><br>(Head of Account as per Revenue nature of items)<br>(+) Under column Deductions, sub-column, pre-paid expenditure (i.e. amount paid for subsequent year) at <b>Schedule-13 to 19.</b> |        | <b>Balance sheet</b><br><b>Pre-paid Expenditure</b><br>(-) under current year column of "Additions during the year" under the head 'Loan, Advances & Deposits' Sub Head <b>Pre Paid expenditure</b> at <b>Schedule-8.</b> |        |

8. For depreciation charged on Fixed Assets items for the year 2014-15 (excluding value of items received as Gift)

(i)

| Sl.No. | Particulars  | Dr.  |        | Cr.   |        |
|--------|--|--|--------|---|--------|
|        |  | Head of Account  | Amount | Head of Account   | Amount |
|        | Being the amount of depreciation charged on Fixed Assets Items for the year 2014-15 adjusted with the value of respective fixed asset items during the year. | <b>Income &amp; Expenditure Account</b><br><br>(+) Under the Head Depreciation on Fixed Assets at <b>Schedule-20</b> of Income & Expenditure Account |        | <b>Balance Sheet</b><br><br>Fixed Assets-Tangible Assets<br><br>(-) Under the column Depreciation sub column 'Additions during the year of respective head of fixed assets in <b>Schedule-5</b> . |        |

(ii)

| Sl.No. | Particulars   | Dr.  |        | Cr.   |        |
|--------|---|--|--------|---|--------|
|        |   | Head of Account  | Amount | Head of Account   | Amount |
|        | Being the amount of Depreciation charged on Fixed Assets Items for the year 2014-15 adjusted with Capital Fund Account during the year. | <b>Balance Sheet</b><br><br>Unrestricted/Restricted Funds<br><br>(-) Under current year column of assets written off / depreciation charged during the year at <b>Schedule-1</b> . |        | <b>Balance Sheet</b><br><br>Excess of Income over expenditure<br><br>(+) Under current year column of sub head at <b>Schedule-1</b> . |        |