INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 ST MARCH 20…..

Expenditure	Amount	Amount	Income	Amount	Amount
1.Salaries & Allowances			**1.Offertories & Subscription**		
Salaries to Vicar	xxx		Service offertories	xxx	
Salaries to Asst. Vicar	xxx		Monthly subscription	xxx	
Salaries to Office Staff /Sexton	xxx		Subscription in kind	xxx	
Contribution to Provident fund	xxx		Special contributions	xxx	
Contribution to pension fund	xxx		Membership fee	xxx	
Contribution to salary adjusts. fund	xxx		Marriage offertory	xxx	
Contribution to Diocese	xxx	xxxx	Birthday offertory	xxx	
2.Administrative Expenses			Wedding anniversary offertory	xxx	
Alter Expenses	xxx		Baptism offertory	xxx	
Printing and stationery	xxx		Delivery offertory	xxx	
Postage	xxx		Kuzhikanam	xxx	
Telephone	xxx		Tomb fees	xxx	
Electricity Charge	xxx		Auction receipt	xxx	
Water tax	xxx		Christmas collection	xxx	
Property taxes	xxx		Meetings & conventions	xxx	
Subscription to Magazines	xxx		Annual day	xxx	
Repairs and Maintenance:			Certificate fees	xxx	xxxx
Church	xxx		**2.Income from Property**		
Parsonage	xxx		Hall rent	xxx	
Auditorium	xxx		Property Income	xxx	xxxx
Property Maintenance expenses	xxx		**3.Interest**		xxx
Support to the poor	xxx		**4.Miscellaneous Income**		xxx
Christmas expenses	xxx				
Marriage Aid	xxx				
Contribution for house building	Xxx				
Meeting and convention expense	xxx				

Annual day expenses	xxx				
Travelling Expense	xxx				
Meals expenses	xxx				
Bishops visits	xxx	xxxx			
3. Grants & Miscellaneous expenses					
Grant to Sunday School	xxx				
Grant to Yuvajana Sakhyam	xxx				
Grant to Edavaka mission	xxx				
Grant to Sevika Sanghom	xxx				
Miscellaneous expenses	xxx	xxxx			
4. Depreciation		xxx			
Excess of Income over expenditure		xxx			
Total		xxxxx	Total		xxxxx

Sd/-	**Sd/-**	**Sd/-**	**Sd/-**
Trustee -1	**Trustee -2**	**Vicar**	**Auditor (Chartered Accountant)**

Note: 1. For report purpose disclosure need be only total of heads 1 to 4 under Income & Expenditure Heads.

2. Any item of expenses other than specified can be classified under the head "miscellaneous expenses" and any income other than specified can be classified under the head "miscellaneous income".

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 ST MARCH 20…..

(FOR THE PURPOSE OF CONSOLIDATION)

Expenditure	Amount	Income	Amount
1.Salaries & Allowances	xxx	1. Offertories & Subscriptions	xxx
2.Administrative Expenses	xxx	2. Income from Property	xxx
3. Grants & Miscellaneous Expenses	xxx	3. Interest	xxx
4. Depreciation	xxx	4. Miscellaneous Income	xxx
5. Excess of Income over expenditure(if profit)	xx	5. Excess of expenditure over income (if loss)	xx
Total	xxxx	Total	xxxx

BALANCE SHEET AS ON 31.03.20…..

Liabilities	Amount	Amount	Assets	Amount	Amount
General fund as per last balance sheet	xxxx		**Fixed Assets**		
Add: Excess of Income over Expenditure	xxx	xxxx	Land & Developments	xxx	
Corpus donation			Buildings (Less: Depreciation)	xxx	
Endowments	xxxx		Common Vault	xxx	
Add: Interest	xxx		Furniture & Fixtures	xxx	
	xxxx		Computer	xxx	
Less: Payments	xxx	xxxx	Electrical Fittings	xxx	
Medical Aid Funds	xxxx		Equipments	xxx	
Add: Interest	xxx		Sound System	xxx	
	xxxx		Sanitary fittings	xxx	
Less: Payments	xxx	xxxx	Compound wall	xxx	
Welfare Fund	xxxx		Vehicle	xxx	xxxx
Add: Interest	xxx				
	xxxx		**Current Assets**		
Less: Payments	xxx	xxxx	Loans & advances	xxx	
Education Aid Fund	xxxx		Rent receivable	xxx	
Add: Interest	xxx		Deposits	xxx	
	xxxx		Cash at bank	xxx	
Less: Payments	xxx	xxxx	Cash in hand	xxx	xxxx
Marriage Aid Fund	xxxx				
Add: Interest	xxx				
	xxxx				
Less: Payments	xxx	xxxx			
Evangelists Fund	xxxx				

Add: Interest	xxx				
	xxxx				
Less: Payments	xxx	xxxx			
Cemetery Fund	xxxx				
Add: Interest	xxx				
	xxxx				
Less: Payments	xxx	xxxx			
Provident fund	xxxx				
Add: contribution during the year	xxx	xxxx			
Pension Fund	xxxx				
Add: Contributions	xxx	xxxx			
Church Development Fund	xxxx				
Add: Contribution	xxx				
	xxxx				
Less: Expenses	xxx	xxxx			
Current Liabilities					
Sundry Creditors	xxx				
Rent Deposit	xxx	xxxx			
Total		xxxxxx	Total		xxxxxx

Sd/-	**Sd/-**	**Sd/-**	**Sd/-**
Trustee - 1	**Trustee - 2**	**Vicar**	**Auditor (Chartered Accountant)**