

FORM – XIII

(See rule 81 (1))

FINANCIAL STATEMENT FOR THE YEAR 19.....19.....

1. Name and address of the school :
2. Name of educational agency :

Sl. No.	Receipts	Amount Rs.	Sl. No.	Expenditure	Amount Rs.
1.	Fees due at standard rates April 19 to March 19		1	Teaching staff (as shown in the detailed statement attached)	
2.	Amount brought forward from the last year's accounts attached)		2	Non-teaching staff (as shown in the detailed statement	
3.	Income from endowments		3	Rent	
4.	Subscriptions and donations		4	Taxes	
5.	Actual receipts by fees-		5	Ordinary repairs and unkeep	
	(a) Ordinary		6	Contingencies	
	(b) Special		7	Scholarships	
6.	Grant-in-aid received-		8	Prizes	
	(a) Teaching		9	New/buildings	
	(b) Building		10	Furniture	
	(c) Furniture and apparatus		11	Science apparatus and materials	
	(d) Endowment		12	Other applications for teaching	
7.	Miscellaneous receipts		13	Library	
8.	Amount contributed by Management for unkeep of the school during the year		14	Gymnasium and games	
			15	Outlay not falling under the above heads.	
			16	Amount carried over to the next year account	
	Total			Total	

CERTIFICATE

On behalf of the Management , I hereby certify that the expenditure shown in the above statement under items 1to 6 has been actually incurred and that no part of it relates to scholarships or to articles for which a special grant is sanctionable under the Grant-in-Aid Code.

Station :

Date :

Manager

CERTIFICATE

I hereby certify that I have audited the accounts of the school for the year _____ and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers.

Station :

Date :

Auditor

NOTES

1. The total on the receipts side)excluding 1) should agree with the total on the expenditure side.
2. Receipts side: The amount shown against item-1 should agree with the amount shown in the fee returns as fees due for the financial year.
3. Expenditure side: Items 1 and 2 should be supported by a separate statement in the Form given below showing the names of the Teaching/Non-teaching staff employed, their monthly salary and total salary paid to each.

Sl. No.	Name of the Teacher	Designation	Peroid for which employed	Monthly Salary	Total Salary

CERTIFICATE

I hereby certify that the expenditure shown above was actually incurred by the Management and that the salary actually paid is correctly stated.

Station :

Date :

Manager

4. Item 6 of the expenditure should be supported by a statement showing the details of the expenditure and in particular accounting separately for each item exceeding Rs.10.