

## SPECIMEN

**SATHYA SAI BABA CENTRE of.....****BALANCE SHEET AS AT 30<sup>TH</sup> APRIL.....****FIXED ASSETS**Furniture & Fittings  
Office Equipment

(sub-total)

**RM**

Less: Depreciation

Net Fixed Assets

RM

\_\_\_\_\_ (c)

\_\_\_\_\_ (d)

\_\_\_\_\_ (c) – (d)

**CURRENT ASSETS**Advance to .....  
Cash & Bank Balances  
Utilities Deposits  
Etc

Total Current Assets

Less: CURRENT LIABILITIESAdvances from .....  
Sundry Creditors :  
Etc

Total Current Liabilities

NET CURRENT ASSETS/(LIABILITIES)

RM

\_\_\_\_\_ (e)

\_\_\_\_\_ (f)

\_\_\_\_\_ (e) – (f)

TOTAL NET ASSETS**(c) –**

+

**(e) – (f)**

RM

Represented by :-

Surplus from Income &amp; Expenditure A/c

Balance brought forward (Last year's net surplus)

Surplus/(Deficit) for the year (per Income and Expenditure Account)

RM

\_\_\_\_\_ (a) – (b)

\_\_\_\_\_ (g)

*Note: '(a)-(b)' must give the same value as '(g)' otherwise there is an error in the accounts*\_\_\_\_\_  
Chairman\_\_\_\_\_  
Hon. Secretary\_\_\_\_\_  
Hon. Treasurer\_\_\_\_\_  
Hon Auditor\_\_\_\_\_  
Hon Auditor

Note: The above format is a general guide for standardisation of all Sai Centres' Accounts which may be modified to suit an individual Centre's requirements.



**Specimen**

**SATHYA SAI BABA CENTRE of .....**  
**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30<sup>TH</sup> 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
- Travelling

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 30<sup>TH</sup> 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 30<sup>TH</sup> 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



**SATHYA SAI BABA CENTRE OF.....**

**QUARTERLY RECEIPTS & PAYMENTS STATEMENT FOR THE PERIOD ENDED: \_\_\_\_\_**

|   | RM |
|---|----|
|   |    |
| Cash at Bank brought forward from last quarter                              |    |
| Cash in hand  |    |
| <b>(a) Total</b>  |    |
| <b>RECEIPTS</b>   |    |
| 1   |    |
| 2   |    |
| 3   |    |
| 4   |    |
| 5   |    |
| <b>(b) Total</b>  |    |
| <b>PAYMENTS</b>   |    |
| 1   |    |
| 2   |    |
| 3   |    |
| 4   |    |
| 5   |    |
| 6   |    |
| 7   |    |
| 8   |    |
| 9   |    |
| 10  |    |
| <b>(c) Total</b>  |    |
| <b>Cash at Bank / in hand to be brought to next quarter (a) + (b) - (c)</b> |    |

Prepared by : \_\_\_\_\_

Name: \_\_\_\_\_ (Treasurer)

Approved by : \_\_\_\_\_

Name: \_\_\_\_\_ (Chairman)