

# Malankara Mar Thoma Syrian Church

## Format of Receipts and Payments, Budget and Final Accounts with Instructions

### Instructions for Budgeting, Accounting and Consolidation

#### Budgeting

- 1 From FY 2022-23 the 85% of the Annual Income of the parish/ institution should be utilized for the activities in the respective years itself. Therefore the payments made under the **Sections K, L, M, N, O & S** should be budgeted as 85% or more of the sum of Receipts under the **Sections B, C, D, E, G & H**.
- 2 From FY 2022 -23 the Administrative expenses in head **S** should be less than or equal to 15 % of the sum of receipts under the **Sections B, C, D, E, G & H**.

#### Receipts

- 1 Auction and *sadhana sekaram* should be accounted under Harvest festival in **Section B (3)**.
- 2 Balance if any, after payments in the Earmarked Funds collection of the year should be transferred to the respective fund in Balance Sheet.
- 3 TDS refund received from Sabha Office **Section I (45)** up to the FY 2021-22 should be added to General Fund of the Parish.
- 4 TDS refund due from Sabha Office should be shown year wise under Current Assets of the Balance Sheet. Collect TDS certificate from banks for this purpose.

#### Payments

- 1 Expenses related to any programs other than mentioned separately, should be accounted under **Section K (3)** - "Meetings & Programmes".
- 2 Repairs & Maintenance head given in **Section L (36)** is for accounting repairs and maintenance of assets used for church and parsonage related to worship and church activities.
- 3 Repairs & Maintenance of assets used in parish hall and guest rooms should be accounted under **Section N (53)**.
- 4 Repairs & Maintenance of assets used in office should be accounted under **Section S (83)**.
- 5 Travel & Local Conveyance head given in **Section L (42)** is meant for travel/local conveyance expenses of Vicars and Sexton. Reimbursement for Mandalam/Diocesan Assembly, etc. also can be accounted under this head.

#### Others

- 1 Fixed Assets schedule format given should be followed strictly. All assets to be included in the given list only, **based on rate of depreciation**.  
No more items will be allowed. Try to fit in all assets in the list provided. Strictly Follow the rate of depreciation provided in the format.
- 2 Depreciation has to be provided compulsorily.
- 3 Only received amount should be accounted. Receivable amount should not be accounted. (eg. Harvest Festival due from members). However separate dues list can be maintained by parishes, and amounts received shall be accounted only in the year in which they are received.
- 4 Vicar, Trustee, Accountant Trustee and Secretary to sign compulsorily in accounts attached to Form 10BB.
- 5 No additional head should be included in Balance Sheet and Income & Expenditure a/c unless the amount is substantial. All income/expenses should be included in the heads as per format given.
- 6 Special offertory/collection meant for Sabha/Diocese should not be shown in Income & Expenditure a/c unless it was paid from the general fund without collecting from members of the parish.
- 7 Please attach details of consolidated accounts such as organisation, their bank name bank account number and IFSC as per Annexure 2 of Kalpana No.50.
- 8 All organisations of the parish has to consolidate accounts with parish accounts for preparing Form 10BB. Consolidated accounts in Form 10BB is for Income Tax filing only. This need not be published. Accounts of the parish without consolidating accounts of organisations, after external audit can be published for Annual General Meeting of the Parish.

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR 20\_\_ - 20\_\_ AND BUDGET FOR 20\_\_ - 20\_\_**

Sl. No.	Receipts	Budget for 20__ - 20__		Actual for 20__ - 20__		Budget for 20__ - 20__		Sl. No.	Payments	Budget for 20__ - 20__		Actual for 20__ - 20__		Budget for 20__ - 20__	
		Rs.	Ps.	Rs.	Ps.	Rs.	Ps.			Rs.	Ps.	Rs.	Ps.	Rs.	Ps.
<b>A</b>	<b>OPENING BALANCES</b>							<b>K</b>	<b>PROGRAMME EXPENSES</b>						
	Cash							1	Parish Day						
	Bank SB A/C							2	Parish Convention Expenses						
	Fixed Deposit							3	Meetings & Programmes						
								4	Passion Week Expenses						
<b>B</b>	<b>DONATIONS</b>							5	Family Sunday						
1	Monthly Subscription							6	Altar Expenses ( <i>Nithya Nidanam</i> )						
2	General Donation							7	Christmas Expenses						
3	Harvest Festival ( <i>Sadhana Sekharam</i> )							8	Harvest Festival ( <i>Sadhana Sekharam</i> )						
4	Marriage Donation							9	General Body/ Committee Meeting Expenses						
5	Special Donation							10	Honorarium to Achens / Visiting Speakers						
								11	Episcopal Visit						
<b>C</b>	<b>GENERAL INCOME - OFFERINGS</b>							12	Grant - Choir						
6	Safe Confinement Offertory ( <i>Prasavasthotram</i> )							13	Grant - Edavaka Mission						
7	Baptism Offertory							14	Grant - Sevika Sangham						
8	Marriage Offertory							15	Grant - Sunday School						
9	Sunday Offertory							16	Grant - Yuvajana Sakhyam						
10	Birthday Offertory							17	Miscellaneous Expenses						
11	Wedding Anniversary Offertory														
12	Thanksgiving Offertory							<b>L</b>	<b>SALARY &amp; ESTABLISHMENT EXPENSES</b>						
13	Convention/Retreat Offertory							18	Salary and Allowance - Vicar						
14	Parish Day Offertory							19	Salary and Allowance - Asst. Vicar						
15	Christmas Offertory							20	Salary and Allowance - Sexton						
								21	Provident Fund - Parish's Share						
<b>D</b>	<b>GENERAL INCOME - OTHERS</b>							22	Medical Aid Scheme - Parish's Share						
16	Burial Fees ( <i>Kuzhikanam</i> )							23	Pension Fund						
17	Vault fees ( <i>Kallara Fees</i> )							24	Clergy Transfer Fund						
18	Certificate Fees							25	Salary Adjustment Fund						
19	Christmas Rounds Collection							26	Diocesan Development Fund						
20	Misc. Income							27	Vicar's Transfer Expense						
								28	<i>Nithya Chelavu</i>						
<b>E</b>	<b>EARMARKED COLLECTIONS</b>							29	Clergy Home Library						
21	Poor Aid Fund							30	Welfare Fund (Sexton) - Parish's Share						
22	Marriage Aid Fund							31	Welfare Fund (Office Staff) - Parish's Share						
23	Housing Aid Fund							32	Tax (Land/Building) - Church & Parsonage						
24	Medical Aid Fund							33	Electricity Charge - Church & Parsonage						
25	Education Aid Fund							34	Water Charge - Church & Parsonage						
26	Donation for Mission Activities							35	Maintenance - Church & Parsonage						
								36	Repairs & Maintenance - Assets						
<b>F</b>	<b>CORPUS DONATION</b>							37	Telephone Charges (Vicars)						
27	Building/ Renovations Fund							38	Telephone Charges (Parsonage)						
28	Endowment Donation (C)							39	Endowment Fund Interest payments						
29	Donation for Assets							40	Printing Charges						
								41	Subscription to Magazines						

Format of Receipts and Payments, Budget and Final Accounts with Instructions

<b>G</b>	<b>BANK INTEREST</b>								42	Travelling & Local Conveyance							
30	Savings Bank Interest								43	Rent - Parsonage							
31	Fixed Deposit Interest (Gross: including TDS)								44	Security Charges							
32	Endowment FD Interest (Gross: including TDS)																
									<b>M</b>	<b>EARMARKED PAYMENTS</b>							
<b>H</b>	<b>OTHER INCOME</b>								45	Poor Aid							
33	Parish Hall - Rent								46	Marriage Aid							
34	Guest Room - Rent								47	Housing Aid							
35	Property/Asset Income								48	Medical Aid							
36	Agriculture Income								49	Education Aid							
									50	Mission Activities							
<b>I</b>	<b>OTHER RECEIPTS</b>																
37	Provident Fund - Vicar's Share (C)								<b>N</b>	<b>OTHER EXPENSES</b>							
38	Medical Aid Scheme - Vicar's Share (C)								51	Property/ Asset Expenses							
39	Welfare Fund - Sexton's Share (C)								52	Agriculture Expenses							
40	Welfare Fund - Office Staff's Share (C)								53	Maintenance - Parish hall, Guest House & others							
41	Caution Deposit								54	Electricity Charges - Parish hall, Guest House & others							
42	Loan Repayment								55	Water Charges - Parish hall & other							
43	TDS Collection (C)																
44	GST Collection								<b>O</b>	<b>ASSET PURCHASE/ CONSTRUCTION</b>							
45	TDS Refund received from Sabha Office									(FROM GENERAL INCOME)							
									56	Building Construction							
<b>J</b>	<b>OFFERTORIES COLLECTION</b>								57	Land							
	[for Sabha/ Diocese/ Organizations (From overleaf)]								58	Furniture & Fittings							
									59	Computer							
									<b>P</b>	<b>OFFERTORIES COLLECTION</b>							
										[for Sabha/ Diocese/ Organizations (From overleaf)]							
									<b>Q</b>	<b>OTHER PAYMENTS</b>							
									60	Provident Fund - Vicars' Share (C)							
									61	Medical Aid Scheme - Vicars' Share (C)							
									62	Welfare Fund - Sexton's Share (C)							
									63	Welfare Fund - Office Staff's Share (C)							
									64	Caution Deposit							
									65	Loans and advances							
									66	TDS Remittance (C)							
									67	GST Remittance							
									68	TDS on Bank Interest (Asset)							
									69	TDS on Cash Withdrawal (Asset)							
									70	Endowment FD (C)							
									<b>R</b>	<b>ASSET PURCHASE / CONSTRUCTION</b>							
										(FROM CORPUS DONATION)							
									71	Building Construction							
									72	Land							
									73	Furniture & Fittings							
									74	Computer							
									<b>S</b>	<b>ADMINISTRATIVE EXPENSES</b>							



Offertories Collection for Sabha/ Diocese/ Organizations (To overleaf)												
Budget for 20__ - 20__		Actual for 20__ - 20__		Budget for 20__ - 20__		Offerories / Collections	Budget for 20__ - 20__		Actual for 20__ - 20__		Budget for 20__ - 20__	
Rs.	Ps.	Rs.	Ps.	Rs.	Ps.		Rs.	Ps.	Rs.	Ps.	Rs.	Ps.
						<u>Sabha Office</u>						
						Recessa						
						Kaimuth						
						Medical Mission						
						Clergy Medical aid						
						Metropolitan Fund						
						Education Day						
						Palm Sunday						
						Sabha Dhinam						
						Relief Fund						
						Tithe						
						<u>Diocesan Office</u>						
						Diocesan Day Offertory						
						Other items to add, if any						
						<u>Other Organisations</u>						
						MT Voluntery Evangelistic Association						
						Yuvajana Sakhyam						
						Sunday School Samajam						
						Good Friday Offertory (Exclude Mandirams with other PAN as per Circular No. 50)						
						Department of Sacred Music						
						Sevika Sanghom						

**MALANKARA MAR THOMA SYRIAN CHURCH OF MALABAR**

.....DIOCESE

.....Mar Thoma Syrian Church, .....

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31<sup>st</sup> MARCH .....

Sl. No.	Expenditure	Amount	Total Amount	Sl. No.	Income	Amount	Total Amount
<b>A</b>	<b>PROGRAMME EXPENSES</b>			<b>F</b>	<b>DONATIONS</b>		
1	Parish Day			1	Monthly Subscription		
2	Parish Convention Expenses			2	General Donation		
3	Meetings & Programmes			3	Harvest Festival ( <i>Sadhana Sekharam</i> )		
4	Passion Week Expenses			4	Marriage Donation		
5	Family Sunday			5	Special Donation		
6	Altar Expenses ( <i>Nithya Nidanam</i> )			6	Donation for mission activities		
7	Christmas Expenses						
8	Harvest Festival			<b>G</b>	<b>GENERAL INCOME - OFFERINGS</b>		
9	General Body/ Committee Meeting Expenses			7	Safe Confinement Offertory ( <i>Prasavasthotram</i> )		
10	Honorarium to Achens / Visiting Speakers			8	Baptism Offertory		
11	Episcopal Visit			9	Marriage Offertory		
12	Grant - Choir			10	Sunday Offertory		
13	Grant - Edavaka Mission			11	Birthday Offertory		
14	Grant - Sevika Sangham			12	Wedding Anniversary Offertory		
15	Grant - Sunday School			13	Thanksgiving Offertory		
16	Grant - Yuvajana Sakhyam			14	Convention/Retreat Offertory		
17	Miscellaneous			15	Parish Day Offertory		
				16	Christmas offertory		
<b>B</b>	<b>SALARY &amp; ESTABLISHMENT EXPENSES</b>						
18	Salary and Allowance - Vicar			<b>H</b>	<b>GENERAL INCOME - OTHERS</b>		
19	Salary and Allowance - Asst. Vicar			17	Burial Fees ( <i>Kuzhikanam</i> )		
20	Salary and Allowance - Sexton			18	Vault fees ( <i>Kallara Fees</i> )		
21	<i>Nithya Chelavu</i>			19	Certificate Fees		
22	Clergy Home Library			20	Christmas Rounds Collection		
23	Provident Fund - Parish Share			21	Misc. Income		
24	Medical Aid Scheme - Parish Share						
25	Welfare Fund (Sexton) - Parish's Share			<b>I</b>	<b>BANK INTEREST</b>		
26	Welfare Fund (Office Staff) - Parish's Share			22	Savings Bank Interest		
27	Pension Fund			23	Fixed Deposit Interest		
28	Clergy Transfer Fund			24	Endowment FD Interest		
29	Salary Adjustment Fund						
30	Diocesan Development Fund			<b>J</b>	<b>OTHER INCOME</b>		
31	Vicar's Transfer Expense			25	Parish Hall - Rent		
32	Tax (Land/Building) - Church & Parsonage			26	Guest Room - Rent		
33	Electricity Charge - Church & Parsonage			27	Property/Asset Income		
34	Water Charge - Church & Parsonage			28	Agriculture Income		
35	Maintenance - Church & Parsonage						
36	Repairs & Maintenance - Assets						
37	Telephone Charges (Vicars)						
38	Telephone Charges (Parsonage)						
39	Endowment Fund Interest payments						
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41	Subscription to Magazines						

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42	Travelling & Local Conveyance					
43	Rent - Parsonage					
44	Security Charges					
<b>C</b>	<b>OTHER EXPENSES</b>					
46	Property/ Asset Expenses					
47	Agriculture Expenses					
48	Maintenance - Parish hall, Guest House & others					
49	Electricity Charges - Parish hall, Guest House & others					
50	Water Charges - Parish hall & others					
<b>D</b>	<b>ADMINISTRATIVE EXPENSES</b>					
51	Bank charges					
52	Audit fees					
53	Printing & Stationery (Office related)					
54	Postage					
55	Telephone Charges (Office related)					
56	Salary & Allowance - Office Staff					
57	Legal Expenses					
58	Insurance					
59	Repairs & Maintenance - Office Assets					
60	Travelling expenses (Office related)					
61	Office Expenses					
<b>E</b>	<b>DEPRECIATION (As per Schedule)</b>					
	<i>Excess of Income over Expenditure</i>				<i>Excess of Expenditure over Income</i>	
	<b>Total</b>				<b>Total</b>	

As per our report of even date annexed

For .....Associates  
Chartered Accountants

.....  
Partner  
M No.....

Vicar

Trustee

Accounts Trustee

Secretary

Place:

Date:

## MALANKARA MAR THOMA SYRIAN CHURCH OF MALABAR

.....DIOCESE

.....Mar Thoma Syrian Church, .....

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31<sup>st</sup> MARCH ..... (FOR THE PURPOSE OF CONSOLIDATION)

Sl. No.	Expenditure	Amount	Total Amount	Sl. No.	Income	Amount	Total Amount
A	SALARY & ESTABLISHMENT EXPENSES			F	DONATIONS		
B	PROGRAMME EXPENSES			G	GENERAL INCOME - OFFERINGS		
C	OTHER EXPENSES			H	GENERAL INCOME - OTHERS		
D	ADMINISTRATIVE EXPENSES			I	BANK INTEREST		
E	DEPRECIATION			J	OTHER INCOME		
	<i>Excess of Income over Expenditure</i>				<i>Excess of Expenditure over Income</i>		
	<b>Total</b>				<b>Total</b>		

As per our report of even date annexed

For .....Associates  
Chartered Accountants

.....  
Partner  
M No.....

Vicar

Trustee

Accounts Trustee

Secretary

Place:

Date:

## MALANKARA MAR THOMA SYRIAN CHURCH OF MALABAR

..... DIOCESE

.....Mar Thoma Syrian Church, .....

BALANCE SHEET AS ON 31<sup>st</sup> MARCH, .....

LIABILITIES	Amount	AMOUNT		ASSETS	Amount	AMOUNT
<b>GENERAL FUND</b> As per last Balance Sheet				<b>FIXED ASSETS - As per Schedule</b>		
Add: Other Adjustments						
Add: Excess Of Income Over Expenditure				<b>CURRENT ASSETS</b>		
Add: TDS refund received from Sabha Office				Loans & Advances		
<b>CORPUS DONATIONS</b>				Capital WIP		
				Rent Receivable		
<b>ENDOWMENTS</b>				Deposits (Rent, Electricity etc.)		
Add: Receipts/Interest				Other Current Assets		
				TDS Refund due from Sabha Office		
Less: Payments				Fixed Deposits		
<b>MEDICAL AID FUNDS</b>				Cash at Bank		
Add: Receipts/Interest				Cash in hand		
Less: Payments						
<b>SEXTON/ STAFF WELFARE FUND</b>						
Add: Receipts/Interest						
Less: Payments						
<b>HOUSING AID FUND</b>						
Add: Receipts/Interest						



Format of Receipts and Payments, Budget and Final Accounts with Instructions

Less: Payments					
<b>POOR AID FUND</b>					
Add: Receipts/Interest					
Less: Payments					
<b>EDUCATION FUND</b>					
Add: Receipts/Interest					
Less: Payments					
<b>MARRIAGE FUND</b>					
Add: Receipts/Interest					
Less: Payments					
<b>EVANGELICAL FUND</b>					
Add: Receipts/Interest					
Less: Payments					
<b>CEMETERY FUND</b>					
Add: Receipts/Interest					
Less: Payments					
<b>BUILDING FUND</b>					
Add: Receipts/Interest					
Less: Payments					
<b>OTHER FUNDS</b>					
Add: Receipts/Interest					
Less: Payments					
<b>CURRENT LIABILITIES</b>					
Sundry Creditors					
Outstanding Payments (Schedule : Year Wise)					
Loans & Advances					
Caution Deposit					
Rent Deposit					
Others					
<b>TOTAL</b>				<b>TOTAL</b>	

As per our report of even date annexed

For .....Associates  
Chartered Accountants

.....  
Partner  
M No.....

Vicar

Trustee

Accounts Trustee

Secretary

Place:

Date:

FIXED ASSETS SCHEDULE								
Fixed Assets	Opening WDV as on 01.04.....	Additions > 180 days		Additions < 180 days	Deletions	Rate of Depreciation	Depreciation	Closing WDV as on 31.03.....
Land & Developments								
Building						5%		
Common Vault						5%		
Furniture & Fixtures						10%		
Electrical Fittings						10%		
Others						10%		
Compound Wall						10%		
Equipments						15%		
Sound System						15%		
Keyboard/Organ						15%		
Generator						15%		
Vehicle						15%		
Live Stream Equipments						15%		
Computer						40%		

As per our report of even date annexed

For .....Associates

Chartered Accountants

.....

Partner

M No.....

Vicar

Trustee

Accounts Trustee

Secretary