

(NAME OF THE ORGANISATION)

(NAME OF THE PROGRAM / PROJECT)

(NAME OF THE DONOR - IF SPECIFIC PROJECT)

## STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31ST MARCH 200Y

(All amounts in Sri Lankan Rupees)

	Note	Budget 200Y Rs.	Actual 200Y Rs.	Actual 200X Rs.
Receipts	3	A	B	C
Payments Program/Project Expenses	4	D	E	F
Administrative Expenses	5	G	H	I
Capital Expenditure	6	J	K	L
Total Payments		M= (D+ G+ J)	N= (E+ H+ K)	O= (F+ I+ L)
Net Receipts / (Payments) for the year			P= (B-N)	Q= (C-O)
Cash Balance at the Beginning of the year			R	S
Cash Balance at the end of the year	7		T= (P+ R)	R= (Q+ S)

\*Accounting Policies and Notes on pages 2 to 5 form an integral part of this statement of receipts and payments

\* The Management of ..... is responsible for the preparation and presentation of this statement of receipts and payments.

Approved and signed on behalf of the .....

1 .....

Chief Financial Officer

2.....

Chief Executive Officer

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NOTES TO THE STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31ST MARCH 200Y.

NOTE 1 - CORPORATE INFORMATION

Domicile and Legal Form :

Official Address :

Registration No. & Date of Registration :

Nature of Operations & Principal Activities :

No of Employees as at 31.03.200Y - Organisation :  
- Project

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NOTES TO THE STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31ST MARCH 200Y (CONTD)

NOTE 2 - ACCOUNTING POLICIES

a. Basis of Preparation

The statements of receipts and payments is prepared on a cash basis and therefore does not show accrued income and expenditure at the beginning or at the end of the year.

b. The Statement has been prepared in Sri Lankan Rupees

c. Expenditure

All expenditure is expensed to the statement of receipts and Payments in the year in which it is paid.

d. Receipts

Remittances from the donors and any other cash receipts are recognised as receipt in the statement of receipts and payments in the year in which such amounts are received.

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NOTES TO STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31ST MARCH 200Y (CONTD.)

NOTE 3 - RECEIPTS	Budget 200Y Rs.	Actual 200Y Rs.	Actual 200X Rs.
Donations - Foreign	xxxx	xxxx	xxxx
- Local	xxxx	xxxx	xxxx
Interest Income	xxxx	xxxx	xxxx
Other Receipts	xxxx	xxxx	xxxx
	A	B	C

## NOTE 4 - PROGRAM PROJECT EXPENSES

House Construction	xxx	xxx	xxx
Health Camps	xxx	xxx	xxx
Pre Schools	xxx	xxx	xxx
	D	E	F

## NOTE 5 - ADMINISTRATIVE EXPENSES

Staff Salaries	xxx	xxx	xxx
EPF & ETF	xxx	xxx	xxx
Travelling & Transport	xxx	xxx	xxx
Rent	xxx	xxx	xxx
Vehicle Maintenance	xxx	xxx	xxx
Telephone	xxx	xxx	xxx
E-Mail	xxx	xxx	xxx
Water	xxx	xxx	xxx
Electricity	xxx	xxx	xxx
Stationery	xxx	xxx	xxx
Postage	xxx	xxx	xxx
Office Maintenance	xxx	xxx	xxx
Other Expenses	xxx	xxx	xxx
	G	H	I

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NOTES TO STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31ST MARCH 200Y (CONTD.)

	Budget 200Y Rs.	Actual 200Y Rs.	Actual 200X Rs.
<b>NOTE 6 - CAPITAL EXPENDITURE</b>			
Furniture	xx	xxx	xxx
Mobile Phones	xxx	xxx	xxx
Computer Accessories	xxx	xxx	xxx
Office Equipment	xxx	xxx	xxx
Motor Vehicles	xxx	xxx	xxx
Motor Cycles	xxx	xxx	xxx
	<u>J</u>	<u>K</u>	<u>L</u>

**NOTE 7 - CASH BALANCE AT THE END OF THE YEAR**

Cash in Hand		xxx	xxx
Cash at Bank			
Bank	A/c No		
XXXXXXXXXXXXX	XXXX-XXXXX-XXXXX	xxx	xxx
XXXXXXXXXXXXX	XXX-XXXXX-XXXXX	xxx	xxx
Other Short Term Investments		xxx	xxx
		<u>T</u>	<u>R</u>

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SCHEDULES TO STATEMENT OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31ST MARCH 200Y

## SCH 1 - RECEIPTS

Donor 01    Donor 02    Donor 03    Total

## Donation - Foreign

Date	Amount in Foreign Currency	Exchange Rate				
XX. XX. XXXX	XX	XX	XXX	-	-	XXXX
XX. XX. XXXX	XX	XX	-	XXXX	-	XXXX
XX. XX. XXXX	XX	XX	-	XXXX	-	XXXX
XX. XX. XXXX	XX	XX	-	-	XXXX	XXXX
XX. XX. XXXX	XX	XX	-		XXXX	XXXX
			<u>XXXX</u>	<u>XXXX</u>	<u>XXXX</u>	<u>XXXX</u>

## Donation - Local

Date	Name of the donor		
XX. XX. XXXX	XX	XXXXXXXXXXXXXX	XXXX
XX. XX. XXXX	XXX	XXXXXXXXXX XXXXXXXXXXXX	XXXX
			<u>XXXX</u>

## Interest Income

XXXX

## Other Receipts (Specify)

XXXXB

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## FIXED ASSETS AS AT 31. 03. 200Y

Description of the Asset	Year of Purchase	Cost/Amount Rs	Location
Furniture	200Y	xxx	
Mobile Phones	200Y	xxx	
Computer Accessories	200Y	xxx	
Office Equipment	200Y	xxx	
Motor Vehicles	200Y	xxx	
Motor Cycles	200Y	xxx	
		K	
Furniture	200X	xxx	
Mobile Phones	200X	xxx	
Computer Accessories	200X	xxx	
Office Equipment	200X	xxx	
Motor Vehicles	200X	xxx	
Motor Cycles	200X	xxx	
		L	