Funiture & Fittings Office Equipment (sub-total) (c) Less: Depreciation (d) Net Fixed Assets RM (c) - (d) CURRENT ASSETS RM (c) - (d) Advance to		SPECIMEN		Appendix 13 D
EXED ASSETS RM Furniture & Fittings	SATHYA SAI BABA	CENTRE of	<u></u>	
Furniture & Fittings		BALANCE SHEET AS AT 30TH APR	I <u>L</u>	
Office Equipment (sub-total) (c) Less: Depreciation (d) Net Fixed Assets RM (c) - (d) CURRENT ASSETS Advance to	FIXED ASSETS		<u>R/</u>	Ν
(sub-total) (c) Less: Depreciation (d) Net Fixed Assets RM (c) - (d) CURRENT ASSETS Advance to	Ŭ			
Less: Depreciation (d) Net Fixed Assets (c) - (d) CURRENT ASSETS (c) - (d) Advance to (e) Cash & Bank Balances (f) Utilities Deposits (e) Etc (f) Total Current Assets (f) Less: CURRENT LIABILITIES (f) Advances from (f) Net CURRENT ASSETS (g) Surplus (from Income & Expenditure A/c Balance brought forward (Last year's net surplus)	Office Equipment			
Net Fixed Assets RM (c) - (d) CURRENT ASSETS Advance to		(sub-	total)	
CURRENT ASSETS Advance to	•			
Advance to	<u>Net Fixed Assets</u>		RM	(c) – (d)
Cash & Bank Balances Utilities Deposits Etc Total Current Assets Advances from Sundry Creditors : Etc Total Current Liabilities Inter Current Liabilities Inter Current Liabilities Inter Current Liabilities Inter Current Assets/(LABILITIES) Represented by :- Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account) Inter Current (a) - (b) RM Inter (a) - (b)' RM Inter (a) - (b)' Inter (b) - (c)' Hon Auditor	CURRENT ASSETS			
Utilities Deposits Etc Etc	Advance to			
Etc	Cash & Bank Balances			
Total Current Assets	Utilities Deposits			
Less: CURRENT LIABILITIES Advances from	Etc			
Advances from Sundry Creditors Etc Total Current Liabilities Inter CURRENT ASSETS/(LIABILITIES) RM (e) - (f) RM IOTAL NET ASSETS (c) - + (e) - (f) RM (e) - (f) Represented by :- Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account) (a) 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	Total Current Assets			(e)
Advances from Sundry Creditors Etc Total Current Liabilities Inter CURRENT ASSETS/(LIABILITIES) RM (e) - (f) RM IOTAL NET ASSETS (c) - + (e) - (f) RM (e) - (f) Represented by :- Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account) (a) 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				
Sundry Creditors Etc Total Current Liabilities IOTAL NET ASSETS/(LIABILITIES) RM (e) - (f) Represented by :- Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account) (a) - (b) RM (g) Note: '(a)-(b)' must give the same value as '(g)' otherwise there is an error in the accounts Chairman Hon. Secretary Hon Auditor Hon Auditor				
Etc				
Total Current Liabilities (f) NET CURRENT ASSETS/(LIABILITIES) RM (e) - (f) TOTAL NET ASSETS (c) - + (e) - (f) TOTAL NET ASSETS (c) - + (e) - (f) Represented by :- RM (a) Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) (a) - (b) Surplus/(Deficit) for the year (per Income and Expenditure Account) (a) - (b) RM (a) 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				
NET CURRENT ASSETS/(LIABILITIES) RM (e) - (f) IOTAL NET ASSETS (c) - + (e) - (f) IOTAL NET ASSETS (c) - + (e) - (f) Represented by :- RM				(f)
IOTAL NET ASSETS (c) - + (e) - (f) RM Represented by :- Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account)				
(c) - + (e) - (f) Represented by :- Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account) RM Ig) Note: '(a)-(b)' must give the same value as '(g)' otherwise there is an error in the accounts Chairman Hon. Secretary Hon Auditor	NET CURRENT ASSETS/(LIABILITIE	<u>-S)</u>	RM	(e) – (f)
(c) - + (e) - (f) Represented by :- Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account) RM Ig) Note: '(a)-(b)' must give the same value as '(g)' otherwise there is an error in the accounts Chairman Hon. Secretary Hon Auditor				
Represented by :- Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account) RM (a) - (b) RM (b)' RM (c) RM (c) RM (c) RM (c) RM (c) RM (c)	TOTAL NET ASSETS	(a) + (a) (b)	RM	
Surplus from Income & Expenditure A/c Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account) RM (a) – (b) RM (g) Note: '(a)-(b)' must give the same value as '(g)' otherwise there is an error in the accounts Chairman Hon. Secretary Hon Auditor Hon Auditor	L	(c) = (c)		
Balance brought forward (Last year's net surplus) Surplus/(Deficit) for the year (per Income and Expenditure Account)	Represented by :-			
Surplus/(Deficit) for the year (per Income and Expenditure Account)	Surplus from Income & Expend	liture A/c		
RM (g) Note: '(a)-(b)' must give the same value as '(g)' otherwise there is an error in the accounts Chairman Hon. Secretary Hon Auditor	Balance brought forward	(Last year's net surplus)		
Note: '(a)-(b)' must give the same value as '(g)' otherwise there is an error in the accounts Chairman Hon. Secretary Hon Auditor Hon Auditor	Surplus/(Deficit) for the year	(per Income and Expenditure A	Account)	(a) – (b)
Chairman Hon. Secretary Hon. Treasurer Hon Auditor Hon Auditor			<u>RM</u>	<u>(a)</u>
Hon Auditor Hon Auditor	Note: '(a)-(b)' must give the	same value as '(g)' otherwise th	here is an error in th	e accounts
Hon Auditor Hon Auditor				
Hon Auditor Hon Auditor				
Hon Auditor Hon Auditor				
	Chairman	Hon. Secretary	Hon. I	reasurer
Note: The above format is a general auide for standardisation of all Sai Centres' Accounts which may	Hon Auditor		Hon Auditor	
	Note: The above format is a g	eneral guide for standardisation	of all Sai Centres'	Accounts which may
be modified to suit an individual Centre's requirements.		_		4

SATHYA SAI BABA CENTRAL COUNCIL OF MALAYSIA

		<u>Specimen</u>		Appendix
	<u>SATHYA SAI BABA</u>			<u></u>
	INCOME & EXPEN	IDITURE ACCOUNT FOR THE	YEAR ENDED 30TH AP	RIL
NCOME			I	RM
	(to specify in detail	il such as		
Jia Foiks F Book Sales	lome, EHV etc).			
	(Other	rc)		
	(Other			
otal Incor	ne			(a)
EXPENDITU	<u>RE</u>			
PROJEC	t and seva expen	SES		
Comr	nunity Adoption pr	oject		
Old Fo	olks Homes			
	cal Camps			
	aining Camp			
Teen	Youth Camp			
			Sub-total	
Centre F	Running Expenses			
	& Drinks			
Gene	ral Expenses			
Renta	I			
Maint	enance & Service			
Postag	ges			
	copy Expenses			
Statio				
	al Expenses (e.g. Th	aipusam)		
Telepł		. ,		
-	& Electricity			
	etters etc			
Travel				
lotal Expe	-			(b)
<u>SURPLUS/(E</u>	DEFICIT) FOR THE YE	AR	RM	(a) – (b)
Chairr	nan	Hon. Secretary	Hon.	Treasurer
	Hon Auditor	-	Hon Auditor	

	(SPECIMEN)		Appendix
<u>SATHYA SAI BA</u>	ABA CENTRE OF	•••••	
<u>RECEIPTS & PAYN</u>	MENTS ACCOUNTS FOR THE	YEAR ENDED 30TH APRI	<u>L</u>
		RM	
Opening Balance : At Bank			
	n Hand		
			(h)
<u>Receipts</u>			
Donations			
Book Sales			
(others)			
(others)			
Total Receipts		RM	(i)
Less: Payments			
Food & Drinks			
General Expenses			
Hiring Charges			
Maintenance & Services			
Postages			
Purchase of Fixed Assets			
Purchase of Library Books			
Photographic Expenses			
Stationery			
Festival (e.g. Thaipusam <u>)</u>			
Telephone			
Traveling			
Water & Electricity	non Nouvelattare ata		
Subscription for Magazi Rental of Hall	nes, newsieners erc.		
Total Payments	• • • • • • • • • • • • • •	RM	(i)
Iorai i aymenis		K/WI	(j)
			(h)+(i)-(j)
Closing Balance: At Bank			
Cash in Hand			
		RM	(k)
(note: '(h)+(i)-(j)' must give the	same value as '(k)' otherv		
Chairman	Hon. Secretary	Hon. Tr	easurer
Hon Auditor		Hon Auditor	

Appendix 13 G

SATHYA SAI BABA CENTRE OF..... ANNUAL ACCOUNTS FOR THE YEAR ENDED 30TH 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			
	(a)	Total	
RECEIPTS			
1			
2			
3			
4			
5			
	(b)	Total	
PAYMENTS			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	(c)	Total	
Cash at Bank / in hand to be brought to next quarter (a) + (b) - (c)			

Prepared by : _____

Name: _____(Treasurer)

Approved by : _____

Name: _____(Chairman)