Bharat Vikas Parishad PRANT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bank name | Account number | Type | Operated - singly  / jointly | Name & Position of the  Persons operating |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
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INFORMATION TO CENTRAL OFFICE (ITCO) IN RESPECT OF Financial Year ended 31 March, 2020

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | **Particulars** | | | | | | | | | | | | | | |  |
| **1** | **How Books of accounts maintained:** Manual / Computer  \_**a) If on computer, which software used?**  **\_b) If Manual, Which Books are written?**  c) Receipts issued by Central Office during the year From Sr. No. to  d) Receipts used by Prant during the year From Sr. No. to | | | | | | | | | | | | | | |  |
| **2** | **Details of Bank Accounts:** | | | | | | | | | | | | | | |
| **3** | **Details of Donors who gave donation during the year:** | | | | | | | | | | | | | | |
|  | Sr.  No. | Name & Address | | PAN No. | | Receipt No. & Date | | Cash / Cheque No. | | Amount | | Purpose | |  |
|  |  | |  | |  | |  | |  | |  | |  |
| **4** | **Details of Fixed Deposits with banks:** | | | | | | | | | | | | | | |
|  | Bank & branch | | FD amount | | Date of FD | | Maturity date | | Rate of interest | | Persons  authorized to  withdraw | |  | |
|  | |  | |  | |  | |  | |  | |
| **5** | **Details of Donation Paid (Other than to Central Office):**  Sr. Name & Address of the PAN No. Cash / Amount Paid for Out of No. Person Chq. No. | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **6** | **Details of Executive Committee Meetings held during 2019-20 (Total Members -** **):** | | | | | |
| **7** | 1. **Minutes books, if any,written up to –** 2. **Which National Program sponsored during the year ?** 3. **Details of Sovenirs / other publications brought out during the year** | | | | | |
| **8** | **Person in-charge of keeping Books of Accounts, Bank Statements, Bills, Receipt Books, Payment & Other Vouchers, etc. relating to FY 2019-20 for next 8 years:** | | | | | |
| **9** | **Details of AGM/ EGM held during the year, which adopted the accounts for the year ended 31st March 2019:**  Date of Notice Date of Meeting | | | | | |
|  | Place | Time | Attendance | out of |  |
|  |  |  |  |
|  |  | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Meeting date |  |  |  |  |  |  |  |  |
| Attendance |  |  |  |  |  |  |  |  |
| City/ Town |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Name: |  |
| Designation: |  |
| Address: |  |
| Mobile No. |  |
| Email address: |  |
| His Signature |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **President** | **General Secretary** | **Treasurer** | **Auditor** |
| **Signature** |  |  |  |  |
| **Name** |  |  |  |  |
| **Contact No.** |  |  |  |  |
| **Name & Contact**  **No. of Office bearers of 2019-20** |  |  |  |  |

**DATE:**