Bharat Vikas Parishad PRANT

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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 | Personsauthorized towithdraw |  |
|  |  |  |  |  |  |
| **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:**