

**Bharat Vikas Parishad.....Prant**

**INFORMATION TO CENTRAL OFFICE (ITCO) IN RESPECT OF Financial Year ended 31 March, 20 \_ \_**

Particulars	
<b>1 How Books of accounts maintained:</b>	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:				
Bank Name & Branch	Account Number	Type	Operated singly/jointly	Name & Position of the Persons operating with designation

3 Details of Donors who gave donation during the year:						
Sr. No.	Name & address	PAN No. / Aadhar	Receipt No. & Date	Cash / Cheque No.	Amount	Purpose
		As per Donor Annexure				

4 Details of Fixed Deposits with banks:								
Bank & branch	FD Amount & Rate of Interest	Date of FD	Maturity Date	Maturity Amount	Persons authorized to withdraw	Intt Received	TDS Reconcile	

5 Details of Donation Paid (Other than to Central Share):							
Sr. No.	Name & address of the Person	PAN No.	Cash / Cheque No.	Amount	Paid for	Out of	whether donor have similar object

6 Details of Transfer to Head Office / Other Prant					
Sr. No.	Name & address of the Person	PAN No.	Cash / Cheque No.	Amount	whether donor have similar object

7 Details of Expenditures Objectwise during the year					
Object	Revenue Expenditure As per Income & Expenditure A/c			Capital Expenditure Including Fixed Assets	
	Electronics including cheques	Cash Expenditure		Electronic including cheque	Cash Expenditure
Relief of poor					
Education					
Medical relief					
Yoga					
General Public Utility					
Others					
<b>Total</b>					

8	Details of Executive Committee Meeting held during 20____ (Total Members) _____							
Meeting No.	1	2	3	4	5	6	7	8
Meeting Date								
Attendance								
City / Town								

- a) Minutes books, if any, written up to  
b) Which National Program sponsored during the year  
c) Details of Sovenirs/ other publications brought out during the year

9 Person in-charge for keeping Books of Accounts, Bank Statements, Bills, Receipt Books, Payment & other Vouchers, etc, relating to FY 20 . The same have been compiled in a bundle and sent to RFS after getting audited	
Name	
Designation	
Address	
Mobile No.	
Email address	
His Signature	

10	Details of AGM / EGM held during the year, which adopted the accounts for the year ended 31st March____			
	Date of Notice		Date of Meeting	
	Place	Time	Attendance	out of

	President	General Secretary	Finance Secretary	Auditor
Signature				NA
Name				
Contact No. & Email				
Name & Contact No. of Office Bearers of previous year				

Date: