

CIRCULAR NO. 180

SUBJECT :- .Instructions for watching the receipts and disposal of statements of
Accounts of Audit-Reports filed on behalf of Public Trusts. Form of
Balance Sheet showing accounting returns receivable.

Read – This office circular No. 172, dated 25th July 1973.

2. The question of prescribing a form in which the Balance Sheet in respect of the Accounting Returns is to be maintained was under the consideration of this office some time past. Though the instructions to maintain a Balance Sheet of Accounting Returns have been issued no proforma was prescribed for maintenance of the Balance Sheet as evolving a suitable proforma was left to the discretion of the Regional Officers. With a view to adopting a uniform procedure in all the Regional Offices in this regard it is directed that the Balance Sheet of the Accounting Returns should be maintained in the form enclosed. In view of the fact that the Schedule X is now being maintained according to the dates of closing of Accounts the Balance Sheet should be drawn in the respective Registers or a separate register may be exclusively used for all the five balance sheets to be prepared during financial year.

3. The form of Balance Sheet as now prescribed is intended to supply simultaneously very important data regard the income Slabs in which a particular trust falls and regarding the total arrears of Accounting Returns. The postings in Column No.3 will help the Accountant in scrutinising whether the trustees should only file an affidavit or whether Schedule IX-A and IX-B is required to be filed, whether audit by an authorised auditor would be sufficient or whether the audit must be conducted by a Chartered Accountant. Entries in Column No.4 and 6 would readily indicate the position of arrears of Accounting Returns year wise, so that the Region Offices can initiate suitable action against the defaulting trusts.

4. As per strict interpretation of the provisions of Rule 2(4) of the Bombay Public Trusts Rules, the maximum time allowed for submission of audited statements of accounts by the trustees should be taken to be six and a half month from the date of closing of accounts. The orders issued in Charity Commissioner's circular No.58 dated 14th August 1953 and No. 172 dated 25th July 1973 should be taken to have been partially modified to that extent. The due dates thus worked out should be noted in the left hand corner of the balance sheet.

5. The Balance Sheets in the New form should be prepared in cases of the Accounting years closing after 1st April 1973.

M. D. KAMBLI
Charity Commissioner,
Bombay

Dated :30th November, 1973.

Balance Sheet showing Accounting Returns receivable from the Public Trusts
Due date _____ for the accounting year ending

Serial No	P.T.R. No.	Income as per the latest Accounting Return Received					Arrears of A opening day 1951-52
		Income below Rs.300	Income between Rs.301 to Rs.500	Income between Rs.2000	Income between Rs.5000	Income above Rs.5000	
1	2	3(a)	3(b)	3(c)	3(d)	3(e)	4(a)
							One
					Grand total		

Instruction :- (1) While filling in the columns 3(a) to 3(e) the income as per the latest Accounting Returns should be noted in blue ink as numerator. On

receipt of the Accounting Returns for the current year the gross annual income after verification should be noted in red ink as denominator. In the balance sheet of the next year the red ink entries of the current year would obviously be entered in blue ink as numerator.

(2) While filling in figures in Column No.4, care should be taken to see that the totals of yearwise break-up in Column No.4 should agree

with the grand total of previous outstanding as shown in the last sub-column of Column No.4.

Dates showing receipts of accounting returns for the current year	Number of Returns for the current year not received before the due date	Receipts of Accounting Returns in respect of the previous arrears during the due date shown above				
		April	May	June	July	August
5	6	7(a)	7(b)	7(c)	7(d)	7(e)

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Total arrears as on the due date	Receipts of Accounting returns during the latter portion of the year i.e. after the due date of the year						
	(Col.4+6-7g) 8	Oct. 9(a)	Nov. 9(b)	Dec. 9(c)	Jan. 9(d)	Feb. 9(e)	9(f)

Instructions- (1) In Column No.5 the dates of receipt of the A/R before the due date should be noted in blue ink. The trusts against which no such dates are mentioned should be carried over to column 6 as arrears for the current year.

(2) In Column No. 7(a) to 7(g) and 9(a) to 9 (f), the year of account should be shown as numerator with date of receipt as denominator,

simultaneously encircling the entries in the relevant sub-column of column No.4 and column No.6.

(3) The total balance shown in column 10 should agree with the total outstanding accounting returns shown column 4 of the Balance Sheet for the next year.