

S. Sahoo & Co.

Chartered Accountants

FORM 10B (See Rule 17B)

AUDIT REPORT UNDER SECTION 12A(b) OF THE INCOME TAX ACT, 1961, IN THE CASE OF CHARITABLE OR RELIGIOUS TRUSTS OR INSTITUTIONS

We have examined the attached Balance Sheet of "BUSINESS & COMMUNITY FOUNDATION" PAN: AAATB2742A as at 31st March 2012 & the related Income & Expenditure Account on the said date.

These financial statements are the responsibility of BUSINESS & COMMUNITY FOUNDATION'S management. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with generally accepted auditing standards in India. These standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are prepared, in all material respects, in accordance with an identified financial reporting framework and are free of material misstatements. An audit includes, examining evidence, supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements. We believe that our audit provides a reasonable basis for our opinion.

On the basis of the information and explanation given to us, we are of the opinion that:

(a) the Balance Sheet gives a true and fair view of the state of affairs of BUSINESS & COMMUNITY FOUNDATION, as at 31st March, 2012; and

(b) the Income & Expenditure Account gives a true and fair view of the results of operation of BUSINESS & COMMUNITY FOUNDATION for the year ended on the date stated above.

Subhiit Sahoo, FCA

MM NO: 57426 FRN:322952E

Partner

For and on behalf of

S.SAHOO & CO.

CHARTERED ACCOUNTANTS

Place: New Delhi Dated: 2nd May,2012

Website: www.ssahoo.com, E-mail: s.sahoo.co@gmail.com

Y-85,GROUND FLOOR,HAUZ KHAS,NEW DELHI-110016

Annexure to Form No. 10 B

STATEMENT OF PARTICULARS APPLICATION OF INCOME FOR CHARITABLE OR RELIGIOUS PURPOSE DURING THE YEAR ENDED 31.03.2012

i) ii)	Amount of income of the previous year applied to charitable or religious purpose in India during the year. Whether the Trust has exercised the option under clause (2) of the explanation to section 11(1)? If so, the detail of the amount of income deemed to have been applied to charitable or religious purpose in India	70,99,953.00
iii)	during the previous year. Amount of Income accumulated or set apart/finally set apart for the application to charitable or religious purposes to the extent it does not exceed 15% of the income derived from the property held under trust wholly / in part only for such purposes.	12,58,031.00
iv)	Amount of income eligible for exemption under Section 11(1)©. (Give details)	N.A.
v)	Amount of income, in addition to the amount referred to in item iii above, accumulated or set apart specified purposes under section 11(2)	N.A
vi)	Whether the amount of income mentioned in the item V above has been invested or deposited in the manner laid down in Section 11(2) ? If so, give details thereof.	N.A.
viii)	Whether, during the previous year any part of income accumulated or set apart for specified purpose under section 11(2) in any earlier year:	
	 a) Has been applied for the purposes other than charitable or religious purposes or has ceased to be accumulated or set apart for application thereto or. 	N.A.
	b) Has ceased to remain invested in any security referred to in Section 11(2)(b)(i) or deposited in any account referred to in Section 11(2)(b)(ii).	N.A.
	c) Has not been utilised for purposes for which it was accumulated or set apart during the period for which it was to be accumulated or set apart or in the year	
	immediately following the expiry thereof? If so give details thereof.	N.A.



II. APPLICATION OR USE OF INCOME OR [PROPERTY FOR THE BENEFIT OF PERSONS REFERRED TO IN SECTION 13(3)

1. Whether any part of the income of property of the trust was lent, or continues to be lent, or continues to be lent in the previous year to any persons referred to in Section 13(3) (hereinafter referred to in this annexure as such persons)? If so give details of the amount, rate of interest charged and the nature of security, if any.

N.A.

2. Whether any land, building or other property of the Trust was made, or continued to be made available for the use of any such person during the previous year? If so, give details of the property and the amount of rent or compensation charged if any.

N.A.

 Whether any payment was made to any such person during the previous year by way of salary, allowance or otherwise? If so give details.

NO

4. Whether the service of the trust was made available to any such person during the previous year. If so give details thereof together with remuneration or compensation received, if any.

N.A.

5. Whether any share, security or other property was purchased by or on behalf of the trust during the previous year from any such person? If so give details thereof together with consideration paid.

N.A.

6. Whether any share, security or other property was sold by or on behalf of the trust during the previous year to any such person? If so give details thereof together with consideration received.

N.A.

7. Whether any income or property of the trust was diverted during the previous year in favour of any such person? If so give details thereof together with the amount of income or value of property so diverted.

N.A.

N.A.

8. Whether the income or property of the trust was used or applied during the previous year for the benefit of any such person if any other manner? If so give details.



9. Investment held at any time during the previous year(s) in concerns in which persons referred to in Section 13(3) have a substantial interest.

N.A.

CA Subhjit Sahoo, FCA

MM NO: 57426 FRN :322952E

Partner

For and on behalf of

S.SAHOO & CO.

CHARTERED ACCOUNTANTS

Place: New Delhi Dated: 2nd May,2012

Y-85, Ground Floor, Hauz Khas, New Delhi-110016

BALANCE SHEET AS AT 31/03/2012

		Amount	(Rs)
	SCHEDULE	F.Y. 2011-12	F.Y. 2010-11
SOURCES OF FUNDS			
I. FUND BALANCES:			
a. General Fund	[01]	614,253.95	1,846,815.00
b. Corpus Fund		6,000,000.00	3,500,000.00
		6,614,253.95	5,346,815.00
II.LOAN FUNDS:			
a. Secured Loans		-	-
b.Unsecured Loans	· .	-	-
*		, -	-
TOTAL Rs.	[1+11]	6,614,253.95	5,346,815.00
ADDITION OF FUNDS			
APPLICATION OF FUNDS	1001		
FIXED ASSETS	[02]	672.256.00	672 256 00
Gross Block		672,256.00 587,106.00	672,256.00 567,625.00
Less: Accumulated Depreciation Net Block		85,150.00	104,631.00
II.INVESTMENTS	_	05,150.00	104,031.00
a. Against Corpus Fund		6,000,000.00	3,500,000.00
b. Against Others		1,266,570.00	3,062,613.00
b. Against Others		7,266,570.00	6,562,613.00
II.CURRENT ASSETS, LOANS & ADVANCES:	_	7,200,010.00	0,002,010.00
a. Loans & Advances	[03]	471,329.89	188,096.00
b.Cash & Bank Balance	[04]	1,546,935.06	1,006,300.00
	Α .	2,018,264.95	1,194,396.00
Less: CURRENT LIABILITIES & PROVISIONS:	. —	•	
a. Unspent Grant Balance	[05]	1,236,856.00	796,537.00
b.Sundry Payables	[06]	420,000.00	619,413.00
c.Provision for community expenses (GSKCH)		1,098,875.00	1,098,875.00
	В	2,755,731.00	2,514,825.00
NET CURRENT ASSETS	[A-B]	(737,466.05)	(1,320,429.00)
TOTAL Rs.	[1+11]	6,614,253.95	5,346,815.00

Significant Accounting Policies and Notes to Accounts

[17]

The schedules referred to above form an integral part of the Balance Sheet.

IN TERMS OF OUR REPORT ON EVEN DATE

For & on behalf:

S.SAHOO & CO.

Chartered Accountants

For:

BUSINESS & COMMUNITY FOUNDATION

[CA Subhjit Sahoo, FC

Partner

MM No. 57426

Firm Regn No. - 322952E

Place :New Delhi Date : 2nd May 2012 Simon J.Scarff

Chairman

N.S. Katoch

Y-85, Ground Floor, Hauz Khas, New Delhi-110016

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31/03/2012

		Amount	(Rs)
	SCHEDULE	F.Y. 2011-12	F.Y. 2010-11
I. INCOME			
Grant in Aid	[07]	750,699.00	769,709.00
Donations		-	-
Membership .		975,000.00	975,000.00
Member's Subscription		25,000.00	25,000.00
Education Project	[80]	278,951.00	447,085.00
Interest Income	[09]	724,388.95	407,046.00
Other Income (Education & Documentation)		57,834.00	-
Contribution for Community Project from GSKCH		5,575,000.00	4,875,000.00
TOTAL Rs.	_	8,386,872.95	7,498,840.00
LEXPENDITURE			
Programme Expenses	[10]	1,262,616.00	1,850,674.00
Administrative Expenditure	[11]	262,337.00	312,584.00
Application to Community Projects		5,575,000.00	4,875,000.00
Depreciation	[02]	19,481.00	16,986.00
TOTAL Rs.	_	7,119,434.00	7,055,244.00
II.EXCESS OF INCOME OVER EXPENDITURE	[1 - 11]	1,267,438.95	443,596.00
Significant Accounting Policies and Notes to Accounts	[17]	•	

The schedules referred to above form an integral part of the Income & Expenditure Account..

IN TERMS OF OUR REPORT OF EVEN DATE

For & on behalf:

S.SAHOO & CO.

Chartered Accountant

[CA Subhjit Sahoo FCA]

MM No. 57426

Firm Regn No. - 322952E

Place : New Delhi Date : 2nd May 2012 For:

BUSINESS & COMMUNITY FOUNDATION

Simon J.Scarff

Chairman

N.S. Katoch

Y-85, Ground Floor, Hauz Khas, New Delhi-110016
RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31/03/2012

		Amount	(Rs)
	SCHEDULE	F.Y. 2011-12	F.Y. 2010-11
RECEIPTS			
Opening Balance			
Cash in Hand		10,253.00	6,476.00
Cash at Bank (Standard Chartered Bank)		996,047.55	1,353,594.00
Fixed Deposit		6,560,717.64	5,715,893.00
TDS Receivable			171,284.00
Grant in Aid	[12]	1,191,018.00	809,543.00
Membership	*	780,000.00	975,000.00
Member's Subscription		20,000.00	25,000.00
Education Project	[13]	278,951.00	446,695.00
Bank Interest	[14]	379,513.34	407,046.00
Other Income		57,834.00	-
ncome Tax Refund		66,328.53	-
SSKCH		5,575,000.00	4,875,000.00
TOTAL Rs.	_	15,915,663.06	14,785,531.00
PAYMENT	_		
Programme Expenses	[15]	1,232,360.00	1,845,497.00
Administrative Expenditure	[16]	266,417.00	323,025.00
GSKCH .	• •	5,575,000.00	4,875,000.00
Audit Fee		19,413.00	-
Advance to Consultant		8,968.00	
Closing Balance			
Cash in Hand		4,502:00	10,253.00
Cash at Bank :		1,542,433.06	996,047.00
D with Standard Chartered Bank, New Delhi		7,266,570.00	6,562,613.00
TDS Receivable			173,096.00
TOTAL Rs.		15,915,663.06	14,785,531.00
Significant Accounting Policies and Notes to Accounts	[17]	_	_

The schedules referred to above form an integral part of the Receipts & Payment Account.

IN TERMS OF OUR REPORT OF EVEN DATE

For & on behalf:

S.SAHOO & CO.

Chartered Accountants

[CA Subhiit Sahoo, FCA]

Partner

MM No. 57426

Firm Regn No. - 322952E

Place :New Delhi Date : 2nd May 2012 For

BUSINESS & COMMUNITY FOUNDATION

Simon J.Scarff

Chairman

N.S. Katoch

Y-85, Ground Floor, Hauz Khas, New Delhi-110016

Schedules forming part of Final	AMOUNT (Rs)	AMOUNT (Rs)
	F.Y. 2011-12	F.Y. 2010-11
SCHEDULE [01]: GENERAL FUND	1.11.2011-12	1.1.2010-11
Opening Balance (National)	1,782,408.00	4,821,939.00
Add : Excess of Income over Expenditure Transferred	1,7 02,400.00	4,021,000.00
from Income & Expenditure Account	1,249,432.95	441,364.00
Less: Trans. To Corpus Fund	(2,500,000.00)	(3,500,000.00
Add : Liability Written Back	-	21,000.00
Opening Balance (Foreign)	64,407.00	60,280.00
Add : Excess of Income over Expenditure Transferred	04,407.00	00,200.00
from Income & Expenditure Account	18,006.00	2 222 00
Total Moone & Experialtare / locount	10,000.00	2,232.00
TOTAL Rs.	614,253.95	1,846,815.00
SCHEDULE [03]: LOANS AND ADVANCES (Unsecured, considered good unless stated otherwise.) Security Deposit Telephone	4 000 00	
Advance against Expenses	1,000.00	1,000.00
Other Advance	3,080.00	
	(1,288.00)	4,100.00
Prepaid Expenses Accrued Interest	15,000.00	9,900.00
Accided interest	297,134.83 314,926.83	15,000.00
		10,000.00
TDS Refundable		
TDS A.Y. 12-13	49,635.49	
Asst. Year 11-12	57,678.86	57,679.00
Asst. Year 10-11	1,960.39	46,020.00
Asst. Year 09-10	13,785.00	13,785.00
Asst. Year 07-08	660.00	22,929.00
Asst. Year 06-07	10,178.32	10,178.00
Asst. Year 05-06	9,109.00	9,109.00
Asst. Year 04-05	13,396.00	13,396.00
	156,403.06	173,096.00
TOTAL Rs.	471,329.89	188,096.00
SCHEDULE [04] : CASH & BANK BALANCE		
Cash in Hand Cash at Bank :	4,502.00	10,253.00
On Indian Saving Account	754 000 00	602 405 00
On FCRA Saving Account	754,909.06 787,524.00	683,465.00 312,582.00
TOTAL Rs.	я	
IOIAL No.	1,546,935.06	1,006,300.00



SCHEDULE [05]: UNSPENT GRANT BALANCE Cordaid project Grant:Linking PWDs to Market &		
Job Opportunities		
Grant received during the year		_
Add : Last Year Unutilsed amount		746,160.00
Less: Utilised during the year	•	740, 100.00
Less. Othised during the year		746 160 00
CORDAID project- CSR Education Grant		746,160.00
Grant received during the year		
Add : Last Year Unutilsed amount	-	10 5 42 00
	-	10,543.00
Less: Utilised during the year	-	10,543.00
		10,545.00
CORDAID Project - Distance Learning Programme on CSR		
Opening Unspent Grant	796,537.00	
Grant received during the year	700,007.00	809,543.00
Less: Utilised during the year	350,699.00	13,006.00
Less. Offised during the year	445,838.00	13,000.00
Knowledge Resources Centre	445,636.00	
	704 040 00	
Grant received during the year	791,018.00	
Less: Utilised during the year	704.040.00	
	791,018.00	
TOTAL Rs.	1,236,856.00	756 702 00
	1,230,030.00	756,703.00
SCHEDULE [06]: SUNDRY PAYABLES		
Advance Membership	390,000.00	585,000.00
Advance Subscription	10,000.00	15,000.00
Audit Fee	20,000.00	19,413.00
TOTAL Rs.	420,000.00	619,413.00
SCHEDULE [07]: Grant		
CORDAID project- CSR Education Grant		4
Grant Received During the year	_	-
Add: Grant Receivable During the year	_	10,543.00
Less: Unspent Grant during the year	_	_ :
		10,543.00
Cordaid project Grant:Linking PWDs to Market &		
Job Opportunities		
Grant Received During the year	-	-
Add: Previous Year Unutilised Grant	<u> -</u>	746,160.00
Less: Unspent Grant during the year	_	- 10,100.00
_	-	746,160.00
CORDAID Project - Distance Learning Programme on CSR		0, 100.00
Openning Unspent Grant	796,537.00	
Grant received during the year	730,007.00	809,543.00
Less: Unspent Grant during the year	445 939 00	
Less. Onspent Grant during the year	445,838.00	796,537.00
_	350,699.00	13,006.00
CSR Projects Implementation	400,000.00	-
Knowledge Resources Centre		
Received during The year	791,018.00	-
Less: Unutilised Grant Balance	791,018.00	
/selling 18)	-	-
TOTAL Rs.	750,699.00	769,709.00

IFT- CSR Education	SCHEDULE [08] : INCOME FRO	M PROJECTS		
Think Strategic Education			278,95	1.00 136,561.00
Larsen & Toubro Ltd(Education Program)				
Social Audit Training Reiumbursements				7
Misc Income				
TOTAL Rs. 278,951.00		IIIS		
Interest on Saving Account	Wild Modifie			4,290.00
Interest on Saving Account 45,854.00 23,307.00 Interest on Fixed Deposit 674,550.19 378,681.00 Interest on Fixed Deposit 674,550.19 378,681.00 Interest on I.T Refund 3,984.76 5,058.00 TOTAL Rs. 724,388.95 407,046.00 SCHEDULE [10] : PROGRAMME EXPENSES 407,046.00 SCHEDULE [10] : PROGRAMME EXPENSES CORDAID project - CSR Education Grant Brochure Design, Printing & Dissemination 10,543.00 Field Visit Food, LCD, Mementos, Photograph & Video Coverage Cordaid project Grant: Linking PWDs to Market & Job Opportunities Advertisement Expenses 68,469.00 Insurance 10,000.00 Local & outstation Traveling 42,785.00	TOTAL Rs.		278,95	1.00 447,085.00
Interest on Fixed Deposit Interest on LT Refund 3,984.76 5,058.00 TOTAL Rs. 724,388.95 407,046.00 SCHEDULE [10] : PROGRAMME EXPENSES CORDAID project. CSR Education Grant Brochure Design, Printing & Dissemination 10,543.00 Flield Visit Food, LCD, Mementos, Photograph & Video Coverage Cordaid project Grant:Linking PWDs to Market & Job Opportunities Advertisement Expenses 68,469.00 Insurance	SCHEDULE [09] : INTEREST IN	COME		
TOTAL Rs. 724,388.95 407,046.00			45,85	4.00 23,307.00
TOTAL Rs. 724,388.95 407,046.00				
SCHEDULE [10] : PROGRAMME EXPENSES CORDAID project- CSR Education Grant	Interest on I. I Refund		3,98	4.76 5,058.00
CORDAID project- CSR Education Grant Brochure Design, Printing & Dissemination 10,543.00 Field Visit Food, LCD, Mementos, Photograph & Video Coverage Cordaid project Grant: Linking PWDs to Market & Job Opportunities 40 40,000.00	TOTAL Rs.		724,38	8.95 407,046.00
CORDAID project- CSR Education Grant Brochure Design, Printing & Dissemination 10,543.00 Field Visit Food, LCD, Mementos, Photograph & Video Coverage Cordaid project Grant: Linking PWDs to Market & Job Opportunities 40 40,000.00	SCHEDULE [10]: PROGRAMM	E EXPENSES		
Brochure Design, Printing & Dissemination Field Visit				
Food, LCD, Mementos, Photograph & Video Coverage Cordaid project Grant:Linking PWDs to Market & Job Opportunities Advertisement Expenses 68,469.00 Insurance 10,000.00 Local & outstation Traveling 34,647.00 Miscellaneous 42,785.00 Admin Cost 42,785.00 Admin Cost 419,780.00 Posters, Banners 31,824.00 Cultural Event 25,794.00 Capacity Building 33,334.00 Cultural Event 25,794.00 Capacity Building 33,334.00 Cultural Event 59,927.00 CORDAID Project - Distance Learning Programme on CSR Travel 150,168.00 2,206.00 CDs with study material/Internet Cost & Website Upgradation 14,302.00 3,200.00 Stationary/Printing of the course modules & Reports 4,163.00 4,343.00 4,343.00 LOD Monitor 7,250.00 CD M	Brochure Design, Printing & Dissemin			10,543.00
Cordaid project Grant: Linking PWDs to Market & Job Opportunities	Field Visit			-
Cordaid project Grant: Linking PWDs to Market & Job Opportunities	Food I CD Mementos Photograph S	Widoo Coverage		
Advertisement Expenses 68,469.00				
Insurance				
Local & outstation Traveling 34,647.00	Advertisement Expenses			68,469.00
Miscellaneous 42,785.00 Admin Cost 18,242.00 Venue Arrangement 419,780.00 Posters, Banners 33,182.00 Cultural Event 25,794.00 Capacity Building 33,334.00 Documentation 59,927.00 CORDAID Project - Distance Learning Programme on CSR Travel Travel 150,168.00 2,206.00 CDs with study material/Internet Cost & Website Upgradation 14,302.00 3,200.00 Stationary/Printing of the course modules & Reports 4,163.00 4,343.00 Telephone Expenses - 3,257.00 LCD Monitor 7,250.00 - Traveling Expenses - 22,708.00 Professional fees 53,044.00 1,000,045.00 Venue Charges - 35,324.00 CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Administrative Expenses 152,028.00 Expenses Out of Indian Sources: 2,000.00 Stationary/Printing of the course modules & Reports 2,000.00 Traveling Expenses 3,177.00 <				10,000.00
Admin Cost Venue Arrangement Venue Arrangement Posters, Banners Cultural Event Capacity Building Documentation CORDAID Project - Distance Learning Programme on CSR Travel CDs with study material/Internet Cost & Website Upgradation Stationary/Printing of the course modules & Reports CD Monitor Traveling Expenses CD Monitor Traveling Expenses CD Monitor CORDAID Project - Distance Learning Programme on CSR Travel CDs with study material/Internet Cost & Website Upgradation Stationary/Printing of the course modules & Reports CD Monitor Total Company Traveling Expenses CD Monitor Traveling Expenses CSR Debate - Prize CSR Debate - Prize Administrative Expenses Expenses Out of Indian Sources: Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Traveling Expenses Stationary/Printing of the course modules & Reports Travel Tra	_			
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Posters, Banners				
Cultural Event 25,794.00 Capacity Building 33,334.00 Documentation 59,927.00 CORDAID Project - Distance Learning Programme on CSR Travel 150,168.00 2,206.00 CDs with study material/Internet Cost & Website Upgradation 14,302.00 3,200.00 Stationary/Printing of the course modules & Reports 4,163.00 4,343.00 Telephone Expenses - 3,257.00 LCD Monitor 7,250.00 - Traveling Expenses 53,044.00 1,000,045.00 Venue Charges 53,044.00 1,000,045.00 Venue Charges - 35,324.00 CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Expenses Out of Indian Sources: Stationary/Printing of the course modules & Reports 2,000.00 Traveling Expenses 3,177.00 Professional fees 876,484.00				
Capacity Building Documentation 33,334.00 59,927.00 CORDAID Project - Distance Learning Programme on CSR Travel 150,168.00 2,206.00 CDs with study material/Internet Cost & Website Upgradation 14,302.00 3,200.00 Stationary/Printing of the course modules & Reports 4,163.00 4,343.00 Telephone Expenses - 3,257.00 LCD Monitor 7,250.00 - Traveling Expenses - 22,708.00 Professional fees 53,044.00 1,000,045.00 Venue Charges - 35,324.00 CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Administrative Expenses 152,028.00 Expenses Out of Indian Sources: 2,000.00 Stationary/Printing of the course modules & Reports 2,000.00 Traveling Expenses 3,177.00 Professional fees 876,484.00				
Documentation 59,927.00	Capacity Building			
Travel 150,168.00 2,206.00 CDs with study material/Internet Cost & Website Upgradation 14,302.00 3,200.00 Stationary/Printing of the course modules & Reports 4,163.00 4,343.00 Telephone Expenses - 3,257.00 LCD Monitor 7,250.00 - Traveling Expenses - 22,708.00 Professional fees 53,044.00 1,000,045.00 Venue Charges - 35,324.00 CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Expenses Out of Indian Sources: Stationary/Printing of the course modules & Reports Traveling Expenses 3,177.00 Professional fees 876,484.00 Traveling Expenses 876,484.00 Traveling Expenses Traveling Expenses Travelin	Documentation			
CDs with study material/Internet Cost & Website Upgradation Stationary/Printing of the course modules & Reports Telephone Expenses LCD Monitor Traveling Expenses Professional fees Venue Charges CSR Debate - Prize Medical Expenses Administrative Expenses Expenses Out of Indian Sources: Stationary/Printing of the course modules & Reports Expenses Professional fees Stationary/Printing of the course modules & Reports Traveling Expenses Professional fees Stationary/Printing of the course modules & Reports Professional fees Reports Report	CORDAID Project - Distance Learni	ng Programme on CSR		
Stationary/Printing of the course modules & Reports 4,163.00 4,343.00 Telephone Expenses - 3,257.00 LCD Monitor 7,250.00 - Traveling Expenses - 22,708.00 Professional fees 53,044.00 1,000,045.00 Venue Charges - 35,324.00 CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Administrative Expenses Stationary/Printing of the course modules & Reports 2,000.00 Traveling Expenses 3,177.00 Professional fees 876,484.00			150,168	3.00 2,206.00
Telephone Expenses - 3,257.00 LCD Monitor 7,250.00 - Traveling Expenses - 22,708.00 Professional fees 53,044.00 1,000,045.00 Venue Charges - 35,324.00 CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Administrative Expenses 152,028.00 Expenses Out of Indian Sources: Stationary/Printing of the course modules & Reports 2,000.00 Traveling Expenses 3,177.00 Professional fees 876,484.00				
LCD Monitor 7,250.00 Traveling Expenses - 22,708.00 Professional fees 53,044.00 1,000,045.00 Venue Charges - 35,324.00 CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Administrative Expenses Stationary/Printing of the course modules & Reports 2,000.00 Traveling Expenses 3,177.00 Professional fees 876,484.00		ules & Reports	4,163	
Traveling Expenses 22,708.00 Professional fees 53,044.00 1,000,045.00 Venue Charges - 35,324.00 CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Administrative Expenses 152,028.00 Expenses Out of Indian Sources: 2,000.00 Stationary/Printing of the course modules & Reports 2,000.00 Traveling Expenses 3,177.00 Professional fees 876,484.00			7.050	
Professional fees 53,044.00 1,000,045.00 Venue Charges - 35,324.00 CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Administrative Expenses 152,028.00 Expenses Out of Indian Sources: 2,000.00 Stationary/Printing of the course modules & Reports 2,000.00 Traveling Expenses 3,177.00 Professional fees 876,484.00			7,250	
Venue Charges CSR Debate - Prize - 12,000.00 Medical Expenses - 10,888.00 Administrative Expenses - 152,028.00 Expenses Out of Indian Sources: Stationary/Printing of the course modules & Reports Traveling Expenses - 35,324.00 - 10,888.00 - 10,888.00 - 10,888.00 - 10,888.00 - 10,888.00 - 10,888.00 - 10,888.00 - 10,888.00 - 10,888.00 - 10,888.00 - 10,888.00			53 044	
CSR Debate - Prize Medical Expenses - 12,000.00 10,888.00 Administrative Expenses 152,028.00 Expenses Out of Indian Sources: Stationary/Printing of the course modules & Reports Traveling Expenses Professional fees - 12,000.00 - 10,888.00	Venue Charges		00,011	
Administrative Expenses 152,028.00 Expenses Out of Indian Sources: Stationary/Printing of the course modules & Reports 2,000.00 Traveling Expenses 3,177.00 Professional fees 876,484.00				
Expenses Out of Indian Sources: Stationary/Printing of the course modules & Reports Traveling Expenses Professional fees 2,000.00 3,177.00 876,484.00	Medical Expenses			- 10,888.00
Stationary/Printing of the course modules & Reports Traveling Expenses Professional fees 2,000.00 3,177.00 876,484.00	Administrative Expenses		152,028	.00
Traveling Expenses 3,177.00 Professional fees 876,484.00				
Professional fees 876,484.00		ıles & Reports		
			· ·	
TOTAL Rs. (*((5))*) 1,262,616.00 1,850,674.00	Professional fees	163	876,484	.00
	TOTAL Rs.	(*(Ca))*)	1,262,616	.00 1,850,674.00

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SCHEDULE [11] : ADMINISTRATIVE EXPENSES

Audit Fees	651.00	19,413.00
Bank Charges	240.00	306.00
Boarding & Lodging Reimbursement	13,596.00	-
Books & Periodicals	9,678.00	14,774.00
Insurance	9,620.00	15,897.00
Electricity & Water Expenses	4,863.00	8,351.00
Local Conveyance	8,422.00	11,222.00
Meeting Expenses	0,422.00	1,000.00
Misc. Expenses	880.00	1,425.00
Office Expenses	8,558.00	18,335.00
Office Maintenance	19,136.00	39,122.00
Office Rent	139,500.00	97,495.00
Personnel Expenses	20,945.00	37,433.00
	330.00	713.00
Photocopy Expenses		
Postage & Courier	2,615.00	7,911.00
Printing, Stationery & Photocopy	3,050.00	21,166.00
Repair & Maint. Of Computer	0.504.00	8,604.00
Repair & Maintenance	2,501.00	27,285.00
Telephone, Fax	17,752.00	19,565.00
TOTAL Rs.	262,337.00	312,584.00
SCHEDULE [12]: Grant Received		
Constant and CCD	400 000 00	
Grant under CSR	400,000.00	-
Knowledge Resource Centre	791,018.00	000 540 00
CORDAID Project - Distance Learning Programme on CSR		809,543.00
TOTAL Rs.	1,191,018.00	809,543.00
SCHEDULE [13]: INCOME FROM PROJECTS		
IIFT - CSR Education	278,951.00	136,561.00
Deakin CSR Student Dialouge	270,931.00	25,000.00
Think Strategic Education		31,100.00
Larsen & Turbo Ltd(Education Program)		200,000.00
Social Audit Training Reiumbursements		50,134.00
Misc Income		3,900.00
TOTAL Rs.	278,951.00	446,695.00
		,
SCHEDULE [14]: INTEREST RECEIVED		
Interest on Saving Account	45,854.00	23,307.00
Interest on Fixed Deposit	329,674.87	378,681.00
Interest on I.T Refund	3,984.47	5,058.00
interest on 1.1 Returns	5,364.47	3,030.00
TOTAL Rs.	379,513.34	407,046.00
1×1000 1×1		

SCHEDULE [15]: EXPENDITURE ON PROJECT RELAT	ED ACTIVITIES	
Brochure Design, Printing & Dissemination Cordaid project Grant:Linking PWDs to Market &		10,543.00
Job Opportunities		
Advertisement Expenses	•	68,469.00
Insurance	• ·	10,000.00
Local & outstation Traveling Miscellaneous		34,647.00
Admin Cost	•	37,785.00
Venue Arrangement		18,242.00
Posters, Banners		419,780.00 33,182.00
Cultural Event		25,794.00
Capacity Building	<u>.</u>	33,334.00
Documentation	_	59,927.00
0000000		
CORDAID Project - Distance Learning Programme on Contravel		
CDs with study material/Internet Cost & Website Upgradation	139,912.00	2,206.00
Stationary/Printing of the course modules & Reports		3,200.00
Telephone Expenses	4,163.00	4,343.00
LCD Monitor	7,250.00	3,257.00
	7,250.00	22,708.00
Professional fees	53,044.00	1,000,045.00
Donation to NGO	-	-
Vennue Charges	-	35,324.00
CSR Debate - Prize	•	12,000.00
Medical Expenses	- ·	10,711.00
Administration Expenses	132,028.00	
	102,020.00	
Expenses Out of National Resources:		
Stationary/Printing of the course modules & Reports	2,000.00	
Traveling Expenses	3,177.00	
Professional fees	876,484.00	
TOTAL Rs.	1,232,360.00	1,845,497.00
SCHEDULE [16]: ADMINISTRATIVE EXPENSES		
Bank Charges	240.00	306.00
Boarding Meeting expenses	12,576.00	-
Boarding & Lodging Expenses	_	14,574.00
Books & Periodicals	9,678.00	12,538.00
Insurance	9,620.00	8,351.00
Electricity & Water Expenses	4,863.00	11,222.00
Local Conveyance Meeting Expenses	8,422.00	5,100.00
Misc. Expenses	-	1,425.00
Office Expenses	880.00	18,335.00
Office Maintenance	8,558.00	39,122.00
Office Rent	144,600.00	107,395.00
Photocopy Expenses	330.00	713.00
Postage & Courier	2,615.00	7,911.00
Printing, Stationery & Photocopy	3,050.00	21,166.00
Personel expenses	20,945.00	-
Repair & Maint. Of Computer	-	8,604.00
Repair & Maintenance	21,637.00	27,285.00
Telephone, Fax Audit Fees	17,752.00	19,565.00
/50	651.00	19,413.00
TOTAL Rs.	V: \	
, , : 1. / / 1.	266,417.00	323,025.00
1211XX	266,417.00	323,025.00
TO ME FELL	266,417.00	323,025.00
ACCO ACCO	266,417.00	323,025.00

Y-85, GROUND FLOOR, HAUZ KHAS, NEW DELHI-110016

SIGNIFICANT ACCOUNTING POLICIES AND NOTES FORMING PART OF ACCOUNTS FOR THE YEAR ENDED ON 31st MARCH 2012.

A. SIGNIFICANT ACCOUNTING POLICIES

- 1.Basis of Accounting: The accounts are prepared on historical cost basis as a 'going concern'. Income and Expenses are accounted for on accrual basis following generally accepted accounting principles and practices and Accounting Standards issued by the Institute of Chartered Accountants of India for NGOs, wherever applicable, except where otherwise stated.
- Fixed Assets: Assets are stated at cost of acquisition including taxes, duties
 and other incidental expenses relating to acquisition and installation.
 No revaluation of fixed assets was made during the year.
- Depreciation: Depreciation on depreciable assets is charged on written down value method as per the rates and manner prescribed under Appendix 1 to the Income Tax Rule 1962.

<u>Item</u>	Rate of Depreciation
Furniture & Fixture	10%
Equipment	15%
Inverter	15%
Computer	60%

- 4. *Investment:* All the short term investments were in form of Term deposit with schedule Bank i.e. Standard Chartered Bank, New Delhi in compliance with Section 11(5) of the Income Tax Act, 1961.
- 5. Corpus Fund: During the year a sum of Rs.35,00,000/- was appropriated out of the General Fund towards the Corpus Fund as per the decision of the

board through resolution. The amount so appropriated also constituted allowable amount to be carried forward under the provisions of Section 11(1)of the Income Tax Act, 1961.

- 6. *Corpus Investment*: A sum of Rs.60,00,000/- was invested in Fixed Deposits of Standard Chartered Bank, New Delhi against the appropriated amount towards the corpus fund.
- 7. Revenue Recognition: Restricted project grants were recognized as income on the basis of utilization towards such projects, where as unrestricted project grants and Donations were recognized on the basis of receipts in accordance to the guidelines on "Not for Profit Organization" issued by The Institute of Chartered Accountants of India. Membership fee received in advance during the year was accounted as a liability and was shown under sundry payables as "Advance Membership Fee" under schedule-06.
- 8. Unspent Grant Balance: The unutilized portion of the restricted grants are retained as part of Program Balances, for utilization as per the funders direction while sanctioning the grant. These balances were disclosed under the head Current Liabilities under sub head Unspent Grant Balance vide schedule no.-05 in the Balance Sheet.
- 9. Bank Interest: Interest earned on savings bank as well as on the amount held under Fixed Deposit is reflected under the Income & Expenditure Account without allocating such interest derived on unutilized donor funds. These earnings are disclosed inclusive of interest accrued till 31.03.2012 under the schedule no.-09 of the Income & Expenditure Account. The interest is accounted under the Receipts & Payment Account as the total interest received during the period from 1.4.2011 to 31.03.2012 in the savings bank account as well as in the Fixed Deposit account, which is disclosed under the schedule no:-14 under Receipt & Payment Account.
- 10. Foreign Contribution: Foreign Contributions are accounted for on the basis of the credit advice received from Bank.

B. NOTES TO ACCOUNTS

- Income and expenses are generally disclosed as per budget of the funding /donor agencies.
- 2. Previous year figures to the extent possible has been regrouped and rearranged wherever required.

3. Pending Legal Case/Contingent Liabilities

It was informed to us by the management that there are no legal cases pending or initiated during the year either by any individual or organization against BCF.

4. Salary/Honorarium to the Board members

As noted during the audit as well as informed to us by the Management NO benefit in the form of Salary/Honorarium was passed on to any board members during the year 2011-12 as such there was no disclosure u/s 13(3)(iii) in the Auditors Report.

- 5. The organisation has duly complied with the new provision of FCRA,2010 while finalizing the accounts relating to the foreign funds
- 6. There was no violation of the provision of section 2(15) of the Income Tax Act,1961.

7. The Organization is registered under:

- a) Societies Registration Act vide registration No.33227.
- b) Under section 12A of the Income Tax Act, 1961 vide registration No.DIT(E)/98-99/B-725/98/351 dated 24.09.1998. The organization has submitted the Income Tax Return for the year 2009-10 before the due date.

- c) Under section 80G of the Income Tax Act, 1961 vide registration no. DIT(E)/2006-2007/B725/937 dated 25.07.2006. The said registration is valid for life.
- d) Under FCRA 231660526 dated 21.12.2004 with The Ministry of Home Affairs. The organization has submitted the Income Tax Return for the year 2010-11 before the due date.
- e) PAN of the Organization is AAATB2742A
- f) TAN of the Organization is DELB04135F. All the quarterly TDS returns have been filed by the organization before the due date.

For & on behalf:

S.SAHOO & CO.

Chartered Accountants

[CA Subhit Sahoo RC

Partner

MM No. 57426 FRN: 322952E Place :New Delhi

Date: 29th April, 2011

For:

BUSINESS & COMMUNITY FOUNDATION

Simon J.Scarff

Chairman

N.S./Katoch