

Airport Economic Regulatory Authority (Form of Annual Statement of Accounts, Budget and Annual Report) Rules, 2016

UNION OF INDIA

India

Airport Economic Regulatory Authority (Form of Annual Statement of Accounts, Budget and Annual Report) Rules, 2016

Rule

AIRPORT-ECONOMIC-REGULATORY-AUTHORITY-FORM-OF-ANNUAL of 2016

- Published on 16 August 2016
- Commenced on 16 August 2016
- [This is the version of this document from 16 August 2016.]
- [Note: The original publication document is not available and this content could not be verified.]

Airport Economic Regulatory Authority (Form of Annual Statement of Accounts, Budget and Annual Report) Rules, 2016 Published vide Notification No. G.S.R.797 (E), 16th August, 2016 Ministry of Civil Aviation G.S.R.797 (E). - In exercise of the powers conferred by clauses (I), (m), (n) and (o) of sub-section (2) of section 51 of the Airport Economic Regulatory Authority of India Act, 2008 (27 of 2008), the Central Government hereby makes the following rules, namely: -

1. Short Title and Commencement.

(1) These rules may be called the Airport Economic Regulatory Authority (Form of Annual Statement of Accounts, Budget and Annual Report) Rules, 2016. (2) They shall come in to force from the date of their publication in Official Gazette.

2. Definitions.

(1) In these rules, unless context otherwise requires, - (a) "Act" means the Airport Economic Regulatory Authority of India Act, 2008 (27 of 2008); (b) "Annexure" means an annexure appended to the form; (c) "Annual report" means the annual report prepared by the Authority under sub-section (2) of section 36 of the Act; (d) "Audit Officer" means the Head of an Office of Audit; (e) "Budget" means the financial statement of receipt and expenditure; (f) "financial year" means the year beginning on the 1st April and ending on the 31st March of the year immediately

following;(g)"Form" means the form appended to these rules;(2)words and expression used herein and not defined but defined in the Act shall have the same meanings as assigned to them in the Act.

3. Annual statement of accounts and other relevant records.

- At the end of every financial year, the Authority shall prepare with reference to that year balance sheet, an income and expenditure accounts in the following manner namely: -(a)Balance Sheet in Form I;(b)Income and Expenditure accounts in Form II(c)Receipt and Payment accounts in Form III

4. Maintenance of accounts, etc.

- The Authority shall maintain the balance sheet, an income and expenditure accounts and receipt and payment accounts referred to in rule 3, for a minimum period of five years following the year to which it relates and the Schedules to the Financial Statements in respect of Balance Sheet and income and Expenditure accounts are in Form I (A), the Instructions and Accounting Principles are in Form I (B) and the Notes and instructions for the Schedules are in Form I (C).

5. Authorized signatory for the balance sheet.

- The balance sheet and income and expenditure account, and receipt and payment account referred to in rule 3 above shall be prepared by the accounts Officer of the Authority and shall be signed by the Secretary or in his absence Chairperson of the Authority.

6. Budget.

(1)The Authority shall prepare each year before the first fortnight of February, a budget in Form IV, showing separately the probable receipts and the expenditure which it proposes to incur during the next financial year.(2)The Authority may prepare a supplementary budget for financial year in Form V, giving detailed revised estimates and reason of inescapable expenditure which are like to be incurred during the year for which no provision has been made in the sanctioned budget.

7. Preparation and furnishing of Annual Report.

(1)The Authority shall prepare following the close of the financial year within one hundred and eighty days, an Annual Report in the Schedule 26, in Form VI, giving a summary of its activities during the previous year.Provided that the Central Government may, for reasons to be recorded in writing, extend the period of one hundred and eighty days up to two hundred days on a request from the Authority in this behalf.(2)The Authority shall forward the Annual report prepared under sub-rule (1) to the Central Government as early as possible but not later than ten weeks after it has been prepared.(3)The Authority shall forward the Annual Report to the Central Government for the first year of its establishment along with the Annual Report for the succeeding year.

8.

The Annual statement of the account shall be submitted to the Audit Officer on or before 30th June of the following year to which the accounts relates, by which the Authority shall submit its accounts to the Audit Officer. Form-I Balance Sheet Form of Financial Statements of Airports Economic Regulatory Authority of India Balance Sheet as

At-----

Corpus/ Capital Fund And Liabilities	Corpus/ Capital Fund Reserves And Surplus	Earmarked/ Endowment Funds	Secured Loans And Borrowings	Unsecured Loans And Borrowings	Deferred Credit Liabilities	Current Liabilities And Provisions	Schedule	Current Year	Previous Year
1	2	3	4	5	6	7	8	9	10
12345678910112425							
Total							
Assets	Fixed								
Assets	Investments-From	Earmarked/endowment							
Funds	Investments-Others	Current Assets, Loans, Advances Etc.	Miscellaneous Expenditure (to the extent not written off or adjusted)				
Total							
Significant Accounting Policies	Contingent Liabilities and Notes on Accounts								
Form-II	Income & Expenditure Account	Form of Financial Statements of Airports Economic Regulatory Authority of India	Income and Expenditure Account for the Period/year Ended-----						
Income	Income from								
Sales/Services	Grants/Subsidies	Fees/Subscriptions	Income from Investments (Income on Invest. From earmarked/endow. Funds transferred to Funds)	Income from Royalty, Publication etc.	Interest Earned	Other Income			
1	2	3	4	5	6	7	8	9	10
1213141516171819202122232425							
Total (A)							
Expenditure	Establishment Expenses	Other Administrative Expenses etc.	Expenditure on Grants, Subsidies etc.	Interest	Depreciation		
(Net Total at the year-end - corresponding to Schedule 8)									
Total (B)								

Balance being excess of Income over
Expenditure (A-B) Transfer to Special
Reserve (Specify each) Transfer to / from
General Reserve
Balance Being Surplus / (Deficit) Carried To
Corpus / Capital Fund
Significant Accounting Policies Contingent
Liabilities And Notes On Accounts

Form-III

Schedule

Form of Financial Statements of Airports Economic Regulatory Authority of India

Forming Part Of Balance Sheet As

At-----

(Amount - Rs.)

Schedule 1 - Corpus/capital Fund: Balance as at the beginning of
the year Add : Contributions towards Corpus/Capital Current Previous
Fund Add / (Deduct) : Balance of net income / (expenditure) transferred Year Year
from the Income and Expenditure Account

.....
Balance As At The Year-End
.....

Schedule 2 - Reserves And Surplus : 1. Capital

Reserve : As per last Account Addition during

the year Less : Deductions during the

year 2. Revaluation Reserve : As per last

Account Addition during the year Less :

Deductions during the year 3. Special Reserves Current Previous Year Year

: As per last Account Addition during the

year Less : Deductions during the

year 4. General Reserve : As per last

Account Addition during the year Less

: Deductions during the year

..... (.....) (.....) (.....) (.....) (.....)

Total
.....

Form of Financial Statements of Airports Economic Regulatory Authority of India

Forming Part of Balance Sheet As

At-----

(Amount - Rs)

Schedule 3

-Earmarked/endowment

Funds(a) Opening

balance of the funds(b)

Additions to the

Funds:i.

Donations/grantsii.

Income from

Investments made on

account of fundsiii.

Other additions (specify

nature)

.....

Total (a+b)

c)

Utilisation/Expenditure

towards objectives of

funds i. Capital

Expenditure- Fixed

Assets-

Others Total ii. Revenue

Expenditure- Salaries,

Wages and allowances

etc.- Rent- Other

Administrative

expenses Total

Total(c)

Net Balance As At The

Year-End(a+b+c)

Notes 1) Disclosures

shall be made under

relevant heads based on

conditions attaching to

the grants. 2) Plan Funds

received from the

Central/State

Governments are to be

shown as separate
Funds and not to be
mixed up with any other
Funds.

Form of Financial Statements of Airports Economic Regulatory Authority of India

Forming Part of Balance Sheet as

at-----

(Amount - Rs)

Schedule 4 - Secured Loans and Borrowings: 1. Central Government 2. State Government (Specify) 3. Financial Institutions a) Term Loans b) Interest accrued and due 4. Banks: a) Term Loans-Interest accrued and due b) Other Loans (specify)-Interest accrued and due 5. Other Institutions and Agencies 6. Debentures and Bonds 7. Others (Specify)

Current
Year

Previous
Year

.....

.....

.....

.....

Total

....

....

Note: Amounts due within one year

Form Of Financial Statements Of Airports Economic Regulatory Authority Of India

Forming Part of Balance Sheet as

at-----

(Amount - Rs)

Schedule 5 - Unsecured Loans And Borrowings 1. Central Government 2. State Government (Specify) 3. Financial Institutions 4. Banks: a) Term Loans b) Other Loans (specify) 5. Other Institutions and Agencies 6. Debentures and Bonds 7. Fixed Deposits 8. Others (Specify)

Current Year

Previous
Year

.....

.....

Total

....

....

Note : Amounts due within one year

Schedule 6 - Deferred Credit Liabilities: a) Acceptances secured by hypothecation of capital equipment and other assets b) Others

Current
Year

Previous
Year

.....

.....

Total

....

....

Note : Amounts due within one year.

Form of Financial Statements of Airports Economic Regulatory Authority of India

Forming Part of Balance Sheet As

At-----

(Amount - Rs)

Schedule 7 - Current Liabilities and Provisions

A. Current Liabilities

1. Acceptances2. Sundry Creditors:a) For

Goodsb) Others3. Advances Received4.

Interest accrued but not due on:a) Secured

Loans /borrowingsb) Unsecured Loans

/borrowings5. Statutory Liabilities:a)

Overdueb) Others6. Othercurrent Liabilities

Current Year Previous Year

.....

.....

.....

.....

Total(A)

.....

.....

B.Provisions1. For Taxation2. Gratuity3.

Superannuation/Pension4. Accumulated

Leave Encashment5. Trade

Warranties/Claims6. Others(Specify)

Total(B)

.....

.....

Total(A+B)

.....

.....

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Balance Sheet as

At-----

(Amount - Rs.)

Schedules 8-Fixed

Assests

DescriptionA.Fixed AssetsGross Land and Depreciation Net Block

:a) Freeholdb) Block

Leasehold2.Buildings:a)

On FreeholdLandb)

On LeaseholdLandc)

OwnershipFlats/Premised)Superstructures

on Land not

belonging to the

entity3.

PlantMachinery &

Equipment4.

(Note to be given as to
cost of assets on hire
purchases basis
included above)

8

Forming Part of Balance Sheet as

At-----

(Amount - Rs.)

Schedule-9 Investment From Earmarked/Endowment

Funds1. In Government Securities2. Other approved Securities3. Shares4. Debentures and Bounds5. Subsidiaries and Joint Ventures6. Other (to be specified)	Current Year	Previous Year
---	--------------	---------------

.....

Total
-------	-------	-------

Schedule 10-Investment-Others1. In Government

Securities2. Other approved Securities3. Shares4. Debentures and Bounds5. Subsidiaries and Joint Ventures6. Other (to be specified)	Current Year	Previous Year
---	--------------	---------------

.....

Total
-------	-------	-------

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Balance Sheet as

At-----

(Amount - Rs.)

Schedules

11-Current Assest, Loans, Advances Etc.	Current Year	Previous Year
---	--------------	---------------

A. Current
------------	-------	-------	-------

Assets:1.

Inventoriesa)

Store and Sparesa)

Loose Toolsb)

Stock-in-tradeFinished

GoodsWork-in-progressRaw

Materials2.

Sundry

Debtors:a) Debts

Outstanding for a

period exceeding

six monthsb)

Others3. Cash

balances in hand
(including
cheques/drafts
and imprest)4.

Bank

Balances:a)With

Scheduled

Banks:-On Current

Accounts-On

Deposit

Accounts(includes

margin

money)-On

Savings

Accountsb)With

non-Scheduled

Banks:-On Current

Accounts-On

Deposit

Accounts-On

Savings

Accounts5.PostOffice-Savings

Accounts

Total(A)

.....

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part Of Balance Sheet as

At-----

(Amount - Rs.)

Schedules 11-Current Assest,Loans, Advances Etc

(Contd.)B. Loans, Advances And Others

Assets:1.Loansa) Staffb) Other Entities engaged in
activities/objectives similar tothat of the Entityc)

Other (soecify)2.Advances and other amounts
recoverable in cash or in kindfor value to be
received:a) On Capital Accountb) Prepaymentsc)

Others3.Income Accrued:a) On Investment from
Earmarked/Endowment Fundsb) On Investment -
Othersc) On Loans and advancesd) Others(including
income due unrealised - Rs.....)4.ClaimsReceivable

Current
Year

Previous Year

Total(A)

Total(A+B)

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Income & Expenditure For The Period/years

Ended-----

(Amount - Rs.)

Schedule 12-Income From Sales/services1.Income

from Salesa) Sale of Finished Goodsb) Sale of Raw

Materialc) Sale of Scraps2.Income from Servicesa)

Labour and Processing Chargesb) Current Year

Previous
Year

Professional/Consultancy Servicesc) Agency

Commission and Brokeraged) Maintenance Services

(Equipment/Property)e) Others(Specify)

.....

.....

Total

.....

.....

Schedule 13 –Grants/subsidies(Irrevocable Grants &

SubsidiesReceived)1) Central Government2) State

Government(s)3) Government Agencies4)

Current Year

Previous
Year

Institutions/Welfare Bodies5) International

Organizations6) Others(Specify)

.....

.....

Total

.....

.....

Schedule

14-Fees/subscriptions1)

Entrance Fees2)

Annual

Fees/Subscriptions3)CurrentYear..... PreviousYear.....

Seminar/Program

Fees4) Consultancy

Fees5)

Others(Specify)

Total

.....

.....

Note- Accounting

Policies towards

each item are to be

disclosed

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Income & Expenditure For The Period/years Ended-----

(Amount - Rs.)

Schedules 15- Income

From

Investments(Income

on Invest. From

Earmarked/Endowment

Funds transferred to

Funds)

Investment form
Earmarked

Investment-Others

Current Year

Previous Year

Current Year

Previous Year

1) Interest a) On

Government Securities b)

Other

Bounds/Debentures 2)

Dividends: a) On

Shares b) On Mutual

Fund Securities 3)

Rents 4) Other (Specify)

Total

.....

.....

.....

Transferred To

Earmarked/endowment

.....

.....

Fund

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Income & Expenditure For The Period/years Ended-----

(Amount - Rs.)

Schedule 16- Income From Royalty, Publication Etc.

Current Year Previous Year

1) Income from Royalty 2) Income from Publication 3) Other (specify)

.....

Total

.....

Schedule 17- Invest Earned 1) On Term Deposits: a) With

Scheduled Banks b) With non-Scheduled Banks c) With

Institutions d) Others 2) On Savings Accounts: a) With

Scheduled Banks b) With non-Scheduled Banks c) Post Offices

Savings Accounts d) Others 3) On Loans: a) Employees/Staff b)

Others 4) Interest on Debtors and Others Receivables

Current Year

.....

.....

Total

Note- Tax deducted at source to be indicated

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Income & Expenditure For The Period/years Ended-----

(Amount - Rs.)

Schedule 18- Other Income	Current Year	Previous Year
1) Profit on Sale/disposal of Assets		
Owned assets		
b) Assets acquired out of grants, or received free of cost		
2) Exports Incentives realized
3) Fees for Miscellaneous Services		
4) Miscellaneous Income		
Total
	Current Year	Previous Year
Schedule 19-Increase/(Decrease) In Stock of Finished Goods & Work In Progress		
a) Closing stock- Finished Goods- Work-in-progress(.....)(.....)(.....)(.....)
b) Less: Opening Stock- Finished Goods-Work-in-progress		
Net Increase/(Decrease)[a-b]
Schedule 20 -Establishment Expenses		
a) Salaries and Wages		
b) Allowances and Bonus		
c) Contribution to Provident Fund		
d) Contribution to Other Fund (specify)	Current Year	Previous Year
e) Staff Welfare Expenses		
f) Expenses on Employees' Retirement and Terminal Benefits		
g) Others(specify)		
.....
Total

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part Of Income & Expenditure For The Period/years Ended-----

(Amount - Rs.)

Schedule 21-Other Administrative Expenses Etc.

a) Purchases

b) Labour and processing expenses

c) Cartage and Carriage Inwards

d) Electricity and power

e) Water charges

f) Insurance

g) Repairs and maintenance

h) Excise

Rent, Rates and Taxesj) Vehicles Running and Maintenancek) Postage, Telephone and Communication Chargesl) Printing and Stationarym) Travelling and Conveyance Expensesn) Expenses on Seminar/Workshopso) Subsidiesp) Expenses on Feesq) Auditors Remunerationr) Hospitality Expensesess) Professional Chargeset) Prorated Bad and Doubtful Debts/Advancesu) Irrecoverable Balance Written-offv) Packing Chargesw) Freight and Forwarding Expensesx) Distribution Expensesy) Advertisement and Publicityz) Others(specify)

.....
Total

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Income & Expenditure For The Period/years Ended-----

(Amount - Rs.)

Schedule 22- Expenditure OnGrants Subsidies Etc.a) Grants given to Institution/Organisationsb) Subsidiesgiven to Institution/Organisations	Current Year	Previous Year
.....	
Total

Note- Name of the Entities, their Activitiesalong with the amount of Grants/Subsidies are to be disclosed

Schedule 23- Interesta) On Fixed Loansb) On Other Loans (including Bank Chargesc) Other (specify)	Current Year	Previous Year
.....	
Total

Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Accounts for the Period/years Ended

24- Significant Accounting Policies (Illustrative)

1. Accounting Convention

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and non the accrual method of accounting.

2. Inventory Valuation

2.1Stores and Spares (including machinery spares) are valued at cost.2.2Raw material, semi-finished goods and finished goods are valued at lower of cost and net realizable value. The

costs are based on weighted average cost of finished goods and semi-finished goods is determined by considering material, labour and related overheads.

3. Investments

3.1 Investments classified as "long term investments" are carried at cost. Provision for decline, other than temporary, is made in carrying cost of such investments. 3.2 Investments classified as "Current " are carried at lower of cost and fair value. Provision for shortfall on the value of such investments is made for each investment considered individually and not on a global basis. 3.3 Cost includes acquisition expansion like brokerage, transfer stamps.

4. Excise Duty

Liability for excise duty in respect of goods produced by the entity, other than for exports, is accounted completion of manufacture and provision is made for excisable manufactured goods as at the year-end.

5. Fixed Assets

5.1 Fixed Assets are stated at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisition. In respect of projects involving construction, related preoperational expenses (including interest on loans for specific project prior or its completion), form part of the value of the assets capitalized. 5.2 Fixed Assets received by way of non-monetary grants, (other than towards the Corpus Fund), are capitalized at valued stated, by corresponding credit to Capital Reserve.

6. Depreciation

6.1 Depreciation is provided on straight-line method as per rates specified in the Income-tax Act, 1961 expect depreciation on cost adjustments arising on account of conversion of foreign currency liabilities for acquisition of fixed assets, which is amortized over the residual life of the respective assets. 6.2 In respect of additions to/deductions form fixed assets during the year, depreciation is considered on prorata basis. 6.3 Assets costing Rs. 5,000 or less each are fully provided.

7. Miscellaneous Expenditure

Deferred revenue expenditure is written off over a period of 5 years from the its incurred.

8. Accounting For Sales

Sales including excise duty and are net of sales returns, rebate and trade discount.

9. Government Grantas/subsidies

9.1 Government grants of the nature of contribution towards capital cost of setting up projects are treated as Capital Reserve. 9.2 Grants in respect of specific fixed assets acquired are shown as a deduction from the cost of the relation assets. 9.3 Government grants/subsidy are accounted on realization basis.

10. Foreign Currency Transaction

10.1 Transactions denominated in foreign currency are accounted at the exchange rate prevailing at the date of the transaction. 10.2 Current assets, foreign currency loans and current liabilities are converted at the exchange rate prevailing as at the year end the resultant gain/loss is adjusted to cost of fixed assets, if the foreign currency liability related to fixed assets, and in other case is considered to revenue.

11. Lease

Lease rentals are expensed with reference to lease terms.

12. Retirement Benefits

12.1 Liability towards gratuity payable on death/retirement of employees is accrued bases on actuarial valuation. 12.2 Provision for accumulated leave encashment benefit to the employees is accrued and computed on the assumption are entitled to receive the benefit as at each year end. Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Accounts for the Period/years Ended

25- Contigent, Liabilities and Notes on Accounts (Illustrative)

1. Contigent Liabilities

1.1 Claims against the Entity not acknowledged as debt-Rs_____ (Previous year Rs. _____). 1.2 In respect of- Bank guarantees given by/on behalf of the Entity Rs_____ (Previous year Rs. _____). - Letters of Credit opened by Bank on behalf of the Entity Rs_____ (Previous year Rs. _____). - Bills discounted with banks Rs_____ (Previous year Rs. _____).

2. Capital Commitments

Estimated value of contracts remaining to be executed on capital account and not provided for (net of advances) Rs _____ (Previous year Rs. _____).

3. Lease Obligations

Future obligations for rentals under finance lease arrangements for plant and machinery amounts to Rs _____ (Previous year Rs. _____).

4. Current Assets, Loans And Advances

In the opinion of the Management, the current assets, loans and advance have a value on realization in the ordinary course of business, equal at least to the aggregate amount shown in the Balance Sheet.

5. Taxation

In view of there being no taxable income under income-tax Act 1961, no provision for Income has been considered necessary. Form of Financial Statements of Airport Economic Regulatory Authority of India

Forming Part of Accounts for the Period/years Ended

25- Contigent, Liabilities and Notes On Accounts (Illustrative)

(Amount-Rs.) Current Year Previous Year

6. Foreign Currency Transaction

6.1 Value of imports Calculated on C.I.F. Basis- Purchase of finished Goods- Raw Materials & Components (Including in transit)- Capital Goods- Stores, Spares and Consumables 6.2 Expenditure in foreign currency: a) Travel b) Remittances and Interest payment to Financial Institutions/Banks in Foreign Currency c) Other expenditure:- Commission on Sales- Legal and Professional Expenses- Miscellaneous Expenses 6.3 Earnings: Value of Exports on FOB basis 6.4 Remuneration to auditors As Auditors- Taxation matters- For Managements services- For certification Others

7. Corresponding figures for the previous year have been regrouped/rearranged, whenever necessary.

8. Schedules 1 to 25 are annexed to and form and integral part of the Balance Sheet as at _____ and the Income and Expenditure Account for the year ended on that date.

Form- I(A)Instructions and Accounting PrinciplesNotes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of IndiaInsturction And Accounting Principles

1.

) The financial statements of non-profit and other similar (viz., Balance Sheet and Income and Expenditure Accounts) shall be prepared on accrual basis, and shall be in the form suggested, or as near thereto as possible. If the information required to be given under any of the items or sub-items in this Form cannot be conveniently included in the Balance Sheet or the Income and Expenditure Account itself, as the case may be, it can be furnished in a separate Schedules to be annexed to and forming part of the Balance Sheet or the Income and Expenditure Account. This is recommended where item where item are numerous.

2.

) A Statement of all significant accounting policies adopted in the preparation of the Balance Sheet and the Income and Expenditure Account shall be included in the financial statements and the significant Accounting Policies should be disclosed at one place. Accounting Policies refer to the specific accounting principles and the method of applying those principles adopted by the Entity in the preparation of the financial statements. Where any of the accounting policies is not in conformity with accounting standards, and the effect of departure from accounting standards is material, the particulars of the departure shall be disclosed together with the reasons therefor and the financial effect thereof, except where such effect is not ascertainable.

3.

) Accounting policies shall be applied consistently from one financial year the next. Any change in the accounting policies which has a material effect in the current period or which is reasonably expected to have a material effect in latter periods shall be disclosed. Incase of a change in accounting policies which has a material effect in the current period, the amount by which any item in the financial statements is affected by such change shall also be disclosed to the extent ascertainable.

4.

) The accounting treatment and presentation in the Balance Sheet and the Income and Expenditure Account of transaction and events shall be governed by their substance and not merely by the legal form.

5.

) In determining the accounting treatment and manner of disclosure of an item in the Balance Sheet and/or the Income and Expenditure Account, due consideration shall be given to the concept of materiality.

6.

) Provision shall be made for all known liabilities and losses even though the amount cannot be determined with substantial accuracy (and the amount or provision represents only a best estimate in the light of available information). Provision means any amount written off or retained by way of providing for depreciation renewals or diminution in value of assets, or retained by way of providing for any known liability, the amount of which cannot be determined with substantial accuracy. Provision shall be made for contingent loss if; a) It is probable that future events will confirm that after taking into account any related probable recovery an asset has been impaired or a liability has been incurred at the balance sheet date and b) a reasonable estimate of the amount of the resulting losses can be made. If either of the above conditions is not met, the existence of the contingent loss shall be disclosed by way of a note to the Income and Expenditure account, unless the possibility of the loss is remote.

7.

) where any amount written off or retained by way of providing for depreciation, renewals or diminution in the value of assets or retained by way of providing for any known liability is in excess of the amount which is considered reasonably necessary for the purpose the excess shall be treated as a reserve and not as a provision.

8.

) Revenue shall not be recognized unless: (a) The related performance has been achieved. (b) No significance uncertainly exists regarding the amount of the consideration; and (c) It is not unreasonable to expect realization and ultimate collection.

9.

) Separate disclosure shall be made in the Income and Expenditure Account in respect of; (a) "Prior period" items, which comprise material items of income or expense which arise in the current of errors or omission in the preparation of the financial statements of one or more prior periods. (b) "Extra-ordinary" items which are material items of income or expenses that arise from events or transactions that are clearly distinct from the ordinary activities of the entity and therefore, are not expected to recur frequently or regularly. (c) Any item under the head "Miscellaneous Income" which exceeds 1 percent of the total turnover/gross income of entity or Rs. 50,000/- whichever is higher. This shall be shown against an appropriate account head in the

Income and Expenditure Account.(d)Any item under the head "Miscellaneous Expenses" which exceeds 1percent of the total turnover/gross income of entity or Rs. 50,000/- whichever is higher. This shall be shown as a separate and distinct item against an appropriate account head in the Income and Expenditure account.

10.

) The Schedule referred to in the form, the accounting policies and explanatory notes shall form an integral part of the financial statements.

11.

) Notes to the Balance Sheet and the Income and Expenditure Account shall contain the explanatory material pertaining to the items in the Balance Sheet and the Income and Expenditure Account.

12.

) The figures in the Balance Sheet and Income and Expenditure Account, if rounded off, shall be rounded off as below:

Amount of turnover (in Rs.)	Rounding off to (Rs.)
Less than One lakh	Hundred
One lakh or more but less than one crore	Thousand
One crore or more but less than one hundred crore	Lakh
One hundred or more but less than one thousand crore	Crore

13.

) Reference may also be made to the enclosed Notes and Instructions for compilation in relation to in the formats suggested. Form- I(B)Notes and Instructions for the SchedulesNotes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of IndiaCorpus/capital Fund And Liabilities

d 1- Corpus/capital Fund

(a)Corpus/Capital Fund is akin to Capital Share Capital or Owners Funds. It comprises amounts received by way of contributions specifically to the Corpus, as increased/decreased by the net operating shown in the Income and Expenditure Account (other than surplus, if any, transferred to any Reserves or Earmarked Funds).(b)The Opening Balance, Additions to Deductions from the Closing Balance of the Corpus/ Capital Fund shall be shown under this head.(c)Additions to the Corpus Fund shall be net of transfers, if any Reserves or Earmarked Fund required under statute or as per applicable regulations.Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of IndiaCorpus/capital Fund and LiabilitiesSchdule-2 Reserves and Surplus

1. Capital Reserves:- The expression "capital reserves" shall not included any amount regarded as free for distribution through the Income and Expenditure Account. Surplus on revaluation should be treated as Capital Reserves and shown separately. Surplus on translation of financial statements of foeign branches , is not a revaluation reserve.

• Opening balance• Additions during the year• Deductions during the year

2. Revaluation Reserve:- To reflect of changing prices, fixed assets otherwise state at historical cost, are revalued and the historical cost substituted by a revaluation normally done by competent valuers. Such substitution resulting in an upward revaluation is required to be shown as a "Revaluation Reserve" This reserve is an unrealized gain and should not be credited as income in the Income and Expenditure Account.

• Opening balance• Additions during the• Deductions during the year

3. Special Reserve (S): - The could comprise Special reserves required to be created pursuant to any statutory or regulatory requirement applicable to the Entity; and if so, should be clarified in the Notes on Accounts in Schedule 27.

• Opening balance• Additions during the• Deductions during the year

4. General Reserve:- The expression `General Reserve' shall mean any other than capital reserve and revaluation reserve. This item will included all reserves, other than those separately, other than those separately classified.

• Opening bal• Additions during the• Deductions during the year
Notes- General(a)Movements in various categories of reserves should be shown as indicated in the Schedule.(b)The expression `reserve' shall not include any amount written off or retained by way of providing for depreciation, renewals or diminution in value of assets or retained by way of providing for any known liability.Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of IndiaCorpus/capital fund and LiablitesSechduel-3 Earmarked/Endowment FundsAmount received as grants or assistance, or retained by the entity to be utilized for specified or earmarked purpose and remaining/utilized for the specific purpose for which these are intended, are required to be disclosed under this head. Such funds may received in cash or kind from Government, Government agencies, institutions and other agencies etc. and are subject to compliance by the entity, of certain stipulated terms and conditions. For this reason, the balance available and their utilization should be disclosed in the manner suggested in the Scheduled. The Plan Funds received from the Central and /or State Governments are to be shown as distinct category of Fund.Other plan funds earmarked/endowed for any their, house ,building Trust etc. are

to be shown as distinct category of Fund. The following shall not be reckoned as part of Earmarked Funds: a) Grants/funds which have the characteristics of promoters contribution which are of the nature of additions/accretion to the Corpus Funds. b) Funds/grants received by the Entity as compensation for expenditure/losses incurred in the earlier years, as these would be reckoned only in the Income and Expenditure Account for the year. c) Non-monetary grants by way of capital assets or other resources, corresponding credit of which is of the nature of capital reserves, unless such grants are specified as irrevocable contribution to the Corpus. Notes- General a) It is appropriate to ensure that the accretions to and utilization of earmarked funds is in accordance with the terms and conditions attaching to the same. b) Earmarked Funds, considering their nature, are represented by specifically earmarked investments or other assets. c) Plan Funds received from the Central/State Governments are to be shown as separate Funds and not be mixed up with any other Funds. d) Records relating to fixed assets acquired/constructed should be maintained for each earmarked fund. However, for the purpose of the annual financial statements disclosure may be made of the aggregate accumulated cost up to each year and of such fixed assets in respect of each fund, unless the assets are taken over and are incorporated in Scheduled 8. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Corpus/capital Fund and Liabilities Schedule-4 Secured Loans and Borrowings

1. Central Government	Indicate the nature of security and terms of repayment. Indicate the name of State Government and nature of security and terms of repayment.
2. State Government	and terms of repayment.
3. Financial Institutions Bank of India, Export-Development (included)	Included borrowing/refinance obtained from Industrial Development Import Bank of India, National Bank for Agriculture and Rural liability against participation certificates, if any). Normally these may be in the form of Term Loans.
4. Banks	
a) Term Loans	Includes borrowing/refinance obtained from commercial banks (including co-operative banks)
b) Other Loans	Term Loans need to be segregated from other facilities.
5. Other institutions & agencies	Includes institutions/agencies other than those mentioned above.
6. Debentures and Bonds	The terms of redemption of debentures and bonds should be stated with the earliest date of their redemption.

Notes- General (a) Information shall be given in each case as regards the nature of security given. (b) Secured Loans and borrowing shall be such as are against hypothecation/pledge/charge on the assets of the entity. (c) The Aggregate amount of loans under each head, as are guaranteed by the Central/State Government may also be mentioned along with the fact that these are so guaranteed. (d) Loans and borrowing included refinance from Institutions and agencies and liabilities against participation certificates. (e) Amounts received by way of discount of debtors or receivables or rediscount of bill shall not be shown as borrowings. (f) Interest accrued and due shall be included under each sub-head. Interest accrued but not be included under this head, but shall be shown as part of "Current Liabilities". (g) Unreconciled Inter-branch outstanding entries at credits should not be shown as borrowings. (h) Amount due within a period of less than 12 months as at the

Balance Sheet date need to be disclosed. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Corpus/capital Fund and Liabilities

5 Unsecured Loans and Borrowings

- 1 Central Government Indicate the terms of repayment.
- 2 State Government(s) indicate name of the State government and the terms of repayment.

Financial Institutions Includes borrowing obtained from Industrial Development Bank of India, National Bank for Agriculture and Rural Development.

Normally these may be in the form of "Term Loans. Pending creation of a charge on bridge loan may be given as "unsecured" Loans.
- 3 Banks Includes borrowings obtained from Commercial Bank (Including Cooperative Banks).

Indicate the nature of facilities.

Overdrawn balances as per books do not constitute loans and generally arise due to cheque issued in excess of book balances. Such balances can be shown as loans only where the Entity enjoys or is granted overdraft facility.
- 4 Other Institutions and Agencies Includes Loan from Institutions/Agencies other than those mentioned above.
- 5 Debentures and Bonds The terms of redemption of Debenture and Bonds should be stated with the earliest date of their redemption.
- 6 Fixed Deposits These comprise deposits received from Public or otherwise for fixed periods and against no security.

Notes - General a) Unsecured loans and borrowing comprise amounts in respect of which no assets of the entity as security or encumbered. b) Interest accrued and due shall be included under each sub-head interest accrued but not due shall not be included under this head, but shall be shown as part of Current Liabilities. c) Amount due within a period of less than 12 months as at the Balance Sheet date need to be disclosed. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Corpus/capital Fund and Liabilities

6 Deferred Credit Liabilities

1.

) Acceptance and other similar long term obligations contracted in respect of acquisition of assets, the liability for payment of which falls in periods longer than 12 months as at the date of the Balance Sheet should be included here.

2.

) If the assets are charged as security or encumbered correspondence to the liability, this fact should be stated.

3.

) If the acceptances are also guaranteed for repayment by the Government, any Government Agencies, Bank, Institution of other body/entity, this fact should also be stated.

4.

) Amounts due where one year of the date of the Balance Sheet need to be separately disclosed. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Corpus/capital Fund and Liabilities

7 Current Liabilities and Provision

1	Acceptances	Include under this sub-head would be the drawers assent on bills of exchange to the order of the drawer The amount to be shown against this sub-head shall comprise amount owned by the entity in favour of others on account of goods purchased or services rendered or in respect of contractual obligations. These need to be segregated for 'goods' and shown separately
2	Sundry Creditors a) For goods b) Others	The liability against this sub-head shall comprise amounts received in respect of which goods or services have yet to be supplied/rendered or for which value has yet to be given, and advances subscriptions.
3	Advances Received	
4	Interest accrued but not due a) Secured loans/borrowings b) Unsecured loans/borrowings	Includes interest accrued up to the year-end but not due on secured/unsecured loans and borrowings. These comprise liabilities in terms of the central/state laws governing the Entity; and includes unpaid liability for tax deducted at source under the Income Tax Act, 1961, statutory bonus, provident fund, pension, gratuity, ESI, interest to SSI Units on their overdue, sales tax, excise, custom duty, and other statutory levies.
5	Statutory Liabilities a) Overdue b) Others	Overdue liabilities are undisputed amount which are due and remain unpaid beyond the normal due date/stipulated period. These are in default

6 Other Current Liabilities

These would include amounts not recovered by the othersubheads. Any materials amount include under this sub-head may be separately shown indicating the nature thereof. Overdrawn bank balance as per books, where the entity does not have any sanctioned limits. overdraft facilities, shall also be included under this sub-head, or separately disclosed as "Overdrawn bank balance in excess book balance"

A current Liabilities is one which fall due for payment within a relatively short period, normally not more than 12 months. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Corpus/capital Fund and Liabilities

7 Current Liabilities and Provision

A. Provision

- | | |
|---------------------------|--|
| 1 For Taxation | Provision needs to be made retained based on the status of Tax matters as at the year-end. |
| 2 Gratuity | Provision for liability towards gratuity payable on death/retirement of employees needs to be accrued on actuarial basis and provided up to the year-end. |
| 3 Superannuation/Pension | Provisions for liabilities payable towards superannuation employees need to be accrued on actuarial basis and provided up to the year-end. |
| 4 Accumulated Leave | Provision for Liability towards accumulated leave encashment of employees needs to be accrued on actuarial basis, and provided up to the year-end |
| 5 Trade Warranties/claims | Where the entity manufacturing/processing goods for sale, it may be liable to trade warranty risks, which need to be provided for on a reasonable/rational basis |
| 6 Others | These need to be specified, and shall not include provision for doubtful/advances which shall be reduced from relevant asset heads. |

Notes-General Provision is an amount written off or retained by way of providing for depreciation or diminution in the value of assets or retained by way of providing for a known liability the amount of which cannot be determined with the substantial accuracy. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Assets

8- Fixed Assets

- | | |
|---|---|
| 1 Land a) Freehold b) Lease hold | Where immovable properties are purchased/acquired by paying a composite cost, a reasonable/reliable estimate should be made of the land cost and shown separately. Lease hold land should be amortised over the period of lease unless the lease is in perpetuity |
| 2 Buildings a) On freehold land b) On Leasehold land c) | A far as practicable, distinction may be made between factory and office buildings for purpose of provisions for depreciation at different |

Ownership flats/Premisesd) Superstructures on Land not belonging to entity	rates.Buildings/premises shall be thosewhich are intended to be wholly/partly used for the purpose ofthe activities of the entity and would not include "Investment Properties"Superstructures on Leasehold landsshould be depreciated to be co-terminus with the amortization ofland,unless the superstructures have a shorter life.Building shall include roads, bridges and culverts. Included under this Sub-head wouldbe items like:-Earth moving machinery-Boilers-Furnaces-Generators-Dyes/Mould-Machinery used for specificindustry/services like Building contractors,in hospitals/clinicsprocessing units, hydualic works (inclusepipelines), Tool rroms-other items used formanufactu/processing etc.Separate account heads shound be maintaine in the ledgers andkept reconciled with the Fixed Asset registers Disclosure ofinformation undet the above sub-heads is encouraged
3 Plant, Machinery Equipment	Include under this sub-head wouldbe items like:-Tractors/Trailers-Trucks,jeeps and Vans-Motor Cars-motor cycles,Scooters, Threewheelers and Mopends-rickshawsSeparate account heads shound be maintaine in the ledgers andkept reconciled with the Fixed Asset registers Disclosure ofinformation under the above sub-heads is encouraged
4 Vehicles	
Note and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India	
Assets	
Schedule 8-Fixed Assets:-	
5. Furniture, Fixtures	Included under the above sub-head would be items like: a) Cabinets/Almirahs/Filing Racks b) Air-conditioners/Air conditioning Plant c) Air Coolers d) Water Coolers e) Tables/Chair/Sofas/Carpets f) Wooden partitions/temporary structures g) Voltages Stabilisers, UPS Systems. h) Other items Separate Account head should be maintained in the ledger andkept reconciled with the Fixed Assets registers. Disclosure of information under the above sub-heads is encouraged for material amounts.
6. Office Equipment	Included under the above sub-head would be items like. a) Typewriters b) Photocopiers/duplicators

c) Fax Machines

Separate Account head should be maintained in the ledger and kept reconciled with the Fixed Assets registers.

Disclosure of information under the above sub-heads is encouraged for material amounts.

7. Computer/peripherals Computers, Printers and their peripherals like the Floppies, CDs, Software atc. Would the items under this head.

Separate Account head should be maintained in the ledger and kept reconciled with the Fixed Assets registers.

Disclosure of information under the above sub-heads is encouraged for material amounts.

8. Electric Installations Including under the above sub-head would be items like:

a) Electrical Machinery

b) Electric Lights/Fans

c) Switch gears instruments

d) Transformers

e) Electric Wiring and fitting

Separate Account head should be maintained in the ledger and kept reconciled with the Fixed Assets registers.

Disclosure of information under the above sub-heads is encouraged for material amounts.

9. Library Books In some cases the number of Library Books could be very large or there may be an established Library. In such cases these books may be disclosed as a separate category of assets. Library books will include books/journals/information stored in CD ROMs.

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India
Assets

Schedule 8- Fixed Assts:

5. Furniture, Fixtures

Included under the above sub-head would be items like:

a) Cabinets/Almirahs/ Filling Racks

b) Air-Conditioners/Air Conditioning Plant

c) Aircoolers

d) Water Coolers

e) Tables/Chairs/Sofas/Carpets

f) Wooden partitions/temporary structures

g) Voltage Stabilisers, UPS Systems

h) Other Items

Separate Account heads should be maintained

6. Office Equipment

in the ledgers and kept reconciled with the Fixed Assets registers.

Disclosure of information under the above sub-heads is encouraged.

Included under the above sub-head would be items like:

a) Typewriters

b) Photocopies/duplicators

c) Fax Machines

Separate Account heads should be maintained in the ledgers and kept reconciled with the Fixed Assets registers.

Disclosure of information under the above sub-heads is encouraged.

7. Computer/Peripherals Software etc.

Computers, Printers and their peripherals like the Floppies, CDs, would be the items under this head.

Separate Account heads should be maintained in the ledgers and kept reconciled with the Fixed Assets registers. Disclosure of information under the above sub-heads is encouraged.

1. Electric Installations

Included under the above sub-head would be items like:

a) Electrical Machinery

b) Electric Lights/Fans

c) Switchgear instruments

d) Transformers

e) Electric Wiring and fitting

Separate Account heads should be maintained in the ledgers and kept reconciled with the Fixed Assets registers. Disclosure of information under the above sub-heads is encouraged.

9. In some case the number of Library Books could be very large or there may be an established Library. In such case these books may be disclosed as a separate category of assets. Library books will include books/journals/information stores in CD ROMS.

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India

Assets

Schedule 8- Fixed Assets

10. Tubewells & W. Supply System

Tubewells and Water Supply Systems may be shown as a distinct category.

11. Capital Work-In-Progress

Fixed assets in the course of construction should be shown against this head till they are ready for their intended use. Plant, Machinery and equipment acquired and pending installations should also be included here.

Notes-General

1. Fixed Assets are those assets which are held with the intention of being used For the purpose of producing or providing services and not held for sale in the normal course of trade

2. Under each sub-head should be shown:

a) The cost or the valuation as at the beginning of the year. b) Additions during year (both acquisitions and way of grants) c) Deductions (including sales, disposals, write-offs) during the year. d) The total cost/ valuation as at the year-end. e) Depreciation up to the previous year-end, that on additions/deductions during the year and the total accumulated depreciation up to the year-end. f) The net book value of the assets as at the year-end

3. The accounting policy relating to accounting for fixed assets acquired (including by way of grants or at concessional rates), or Constructed should be disclosed along with the method adopted for depreciation/amortization.

4. Where sums have been written up for any assets due to their revaluation, the basis thereof should be disclosed; and every Balance Sheet after the first Balance Sheet subsequent to the revaluation should show the revised figures for a period of five years with the Date and amount of revision.

5. Where grants relating to specific fixed assets are received and these are equal to the whole or virtually the whole of the cost of the Asset, the fixed assets should be shown in the Balance sheet at a nominal value.

Alternatively, grants relating to depreciable fixed assets may be treated as deferred income and recognized in the Income and Expenditure account on a systematic and rational basis over the useful life of such assets i.e. such grants should be allocated to income over the periods and in the proportions in which depreciation is charged. Grants relating to non-depreciable assets should be

credited to "Capital Reserve ", unless there are pre- conditions requiring fulfillment. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Assets

8- Fixed Assets

Notes-General

6. Depreciation

Depreciation shall be provided so as to charge the depreciable amount of a depreciable over its useful life. Depreciation is a measure of the wearing out, consumption or other loss of value of a depreciable asset arising from use, defluxion of time or obsolescence through technology and market charges. It includes amortization of assets the useful life of which is determined and depletion of wasting assets. For this purpose: a) Depreciable asset means an asset which i. is expected to be used during more than one accounting period, and ii. has a limited useful life; and iii. is held by the entity for use in the production or supply of goods and services , for rental to others or for administrative purpose and not for the purpose of sale in the ordinary course of its business/ operating activities. b) Depreciable amount of a depreciable asset means its original cost, or other amount substituted cost in the , financial statements. Less the residual value c) useful life means either; i. the period over which a depreciable asset is expected to be used by the Entity, or ii. the number of production or similar units expected to be obtained from the use of the asset by the Entity. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India

Assets

Schedule 9-Investment - From
Earmarked/endowment Funds:

1. Government securities	Includes central and state Government securities and Government Treasury bills. These securities should be shown at cost/ book value however, the difference between such value and market value should be given in the notes to the balance sheet.
2. Other approved securities	securities other than Government securities, treated as approved securities (such as trustee securities), should be included here.
3. Shares	Investments in shares of companies and corporations not included in item 2 should be included here.
4. Debentures and bonds	Investments in Debentures and bonds of companies and corporations not included in item 2 should be included here.
5. Subsidiaries and / or joint ventures	Investments in Subsidiaries/ associate entities should be included here. An entity shall be treated as a ` subsidiary ` or joint venture, if the entity exercises control over the composition of management/ governing body , with or without any financial investment therein.

An entity will be considered as subsidiary for the purpose of this classification if more than 25% of the corpus of that entity is held by the entity as at the beginning of the year.

6. Other (To be specified) Includes residual investment ,if any, like commercial paper, investment (to be specified) in mutual Funds and other instruments not being in the nature of shares/ debentures/ bonds. Investment in Properties, if any, would also be included here

Notes-General The Gross value in aggregate, the depreciation in aggregate and net value of Investment are to be separately disclosed . securities [covered by 1 and 2 above] are required to be bifurcated into " permanent " and " current" categories for valuation and determination of shortfall in value. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Assets

9-Investment - From Earmarked/endowment Funds:

Notes-General

2. a) investments can either be "long term" or "permanent" or current".

b) "Current investment " means an investment which is by its very nature, readily realizable and to be held for not more than one year from the date on which it is made. Such investments should be shown at lower of cost or their fair value, which shall be determined on individual basis and the shortfall shall be provided, while appreciation shall be ignored. c) Long term investments are those investments which are other than current investments, and these are intended to be held for capital appreciation and yield. Such investments are held at cost and shall be reduced when there is a decline, other than temporary, in their value - reduction being made for each investment.

3. Investments held against earmarked/ endowment funds need to be separately disclosed.

4. Investment in properties, if held, shall be shown at cost less depreciation in the same manner as in the case of fixed assets.

5. The entity shall disclose the accounting policy in relation to investments, their cost, depreciation and carrying value- both for long term & Current investments.

6. Any premium paid on acquisition of permanent investment shall be amortised on a proportion basis upto the date of their maturity. Discount on Acquisition shall not be amortised.

7. Matured investments, not realized may be separately disclosed.

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India

Assets

Schedule 10 -

Investment - Others:-

1. Government Securities
Government Treasury Bills.
Includes Central and State Government securities and These securities should be shown at cost/ book value. However, the difference between such value and market value should be given in the notes to the Balance Sheet.
2. Other approved Securities securities (such as
Trustee securities), should be included here
3. Shares included in item 2 should be
Investments in shares of companies and corporations not included here.
4. Debentures and Bonds Corporations not included in
Investments in debentures and bonds of companies and
Item 2 should be included here.
5. Subsidiaries and joint ventures
Investments in subsidiaries/associate entities should be included here. An entity shall be treated as a 'subsidiary' or joint venture, if the entity exercises control over the composition of management/governing body, with or without any financial investment therein.
An entity will be considered as subsidiary for the purpose of this classification if more than 25% of the corpus of that entity is held by the entity as at the beginning of the year.
6. Others
Includes residual investments, if any, like commercial paper, investments (to be specified) in Mutual Funds and other instruments not being in the nature of shares/debentures/bonds. Investment in Properties, if any, would also be included here

Notes-General

1. The Gross value in aggregate, the depreciation in aggregate and net value of Investments are to be separately disclosed. Approved securities [covered by 1 and 2 above] are required to be bifurcated into "permanent" and "current" categories for valuation and determination of shortfall in value.

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India

10 - Investment-Others:

Notes-General

2. a) Investments can either be "Long term" or "permanent" or "Current".

b) "Current Investment" means an investment which is by its very nature, readily realisable and is intended to be held for not more than one year from the date on which it is made. Such investments should be shown at lower of cost or their fair value, which shall be determined on individual investment basis and the shortfall shall be provided, while appreciation shall be ignored. c) Long term Investments are those which are other than current investments and these are intended to be held for the purposes of capital appreciation and yield. Such investments are held at cost and shall be reduced when there is a decline, other than temporary, in their value-reduction being made for each investment

3. Investments held against earmarked/endowment funds are disclosed in Schedule 9.

4. Investment in properties, if held, shall be shown at cost less depreciation in the same manner as in the case fixed assets.

5. The entity shall disclose the Accounting Policy in relation to investments, their cost, depreciation and carrying value-both for long term & current investments,

6. Any premium paid on acquisition of permanent investments shall be amortised on a time proportion basis up to the date of their maturity, Discount on acquisition shall not be amortised.

7. Matured investments, not realised may be separately disclosed.

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India

Assets

Schedule 11-Curr

Entassets, Loans

Advances etc:

A. Current Assets:

Inventories comprise tangible property held for sale in the ordinary course of business, or in the process of production for such sales, or for consumption in the production of goods or services for sale, including maintenance supplies and consumables other than machinery parts. Basis of valuation of inventories should be disclosed. Finished goods would include goods purchased/produced and lying in hand at all locations of the entity. Raw materials would also include parts or components used or consumed in the process of production of goods for sale.

1. Inventories: a) Stores and Spares b) Loose Tools c) Stock-in-trade- Finished Goods- Work -in-progress- Raw Materials

Debtors comprise persons from whom amounts are due for goods sold or services rendered or in respect of contractual obligations. Debts considered good for recovery and those considered doubtful shall be shown separately. Provision for doubtful debts, if made, should be shown as a reduction from the amount of debts considered doubtful.

2. Sundry Debtors: a) Debts Outstanding for a period exceeding six months b) Others

3. Cash balances in hand: (including cheques/drafts and imprest)

Amounts held as bank balances against earmarked/endowment funds should be separately disclosed. Where any deposit accounts are pledged or charged as security or are encumbered, the fact should be disclosed. Overdue/Matured Deposits should be separately disclosed.

4. Bank Balances:

a) With Scheduled Banks- On Current Accounts- On Deposit Accounts (includes margin money)- On Savings Accounts

b) With Non-Scheduled Banks- On Current Accounts- On Deposit Accounts- On Savings Accounts

5. Post Office - Savings Accounts:

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India

Assets

Schedule 11 -Current Assets. Loans.

Advances Etc;

B. Loans, Advances And Other Assets:

1. Loans: Loans and Advances as are considered good & recoverables should be disclosed. Doubtful amounts, if any,

- should be stated under each subhead, and provision, if made, should be shown as a reduction therefrom.
- Interest accrued on interest bearing staff loans should be accounted notwithstanding that actual recoveries of interest might commence after repayment of principal.
- Irrevocable grants/subsidies/donation to such entities shall not be included here. If interest-bearing, the amount of interest earned up to the year-end should be adjusted.
- a) Staff
- b) Other Entities engaged in activities/ objectives similar to that of the Entity
- c) Other (specify)
2. Advances and other amounts recoverable in cash or in kind or for value to be received:
- a) On Capital Account
- b) Prepayments
- c) Others
3. Income Accrued:
- a) On Investments from Earmarked/Endowment Funds
- b) On Investments - Others
- c) On Loans and Advances
- d) Others (includes income due unrealised-Rs..)
4. Claims Receivable
- Advances to suppliers/contractors for capital works should be shown against this sub-head.
- This includes prepaid expenses.
- This would comprise receivables other than the debtors.
- Both 'Income accrued and due' and 'Income accrued but not due' up to the year-end should be included under this head.
- Income on Investment from Earmarked/Endowment Funds and that on Other Investment should be shown separately,
- If uncertainty attaches to realisation or ultimate collection, income should not be recognised, and if recognised, should be provided for.
- Dividends should be recognised based on the date of their declaration. Separated is closure should be made in respect of income accrued, due but not realized.
- Only claims, which are considered good and realisable, should be included.

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Income and Expenditure account-Income

12 - Income From Sales/services

Income From Sales:

1. Income from Sales
- a) Sale of Finished Goods
- Sales comprise the aggregate amount for which sales are effected. These would be shown net of trade discounts, rebate and returns.

b) Sale of Raw Material

Sales are complete when significant risks and rewards of ownership get transferred seller to the buyer, irrespective of the time of payment or delivery of the goods from the

c) Sale of Scraps

Disclosure of export sales should be made separately.

2. Income from Services

Income must be shown at gross figures and Tax Deducted at Sources could be indicated separately.

a) Labour and Processing Charges

Labour and processing charges realisable for processing/fabrication of goods/materials of other entities should be disclosed against this subhead.

b) Professional/Consultancy Services

Consultancy charges and fee for rendition of professional services by the entity should be included under this subhead.

c) Agency Commission and Brokerage

Where the Entity acts as a broker or agent for arranging supply of goods/services of others, i.e. without acting on a principal to principal basis, the commission and brokerage income earned would be shown against this sub-head

d) Maintenance Services
(Equipment/Property)

Where the Entity undertakes maintenance contracts for equipment or property etc. the income earned upto the year-end from this source should be included under this sub-head.

e) Others (Specify)

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Income and Expenditure Account-Income

13 -Grants/subsidies:

(Irrevocable Grants &. Subsidies Received)

- | | |
|--------------------------------|--|
| 1. Central Government | Grants, Subsidies or other similar assistance received for the general Purposes and objectives of the Entity, on an |
| 2. State Government(s) | irrevocable basis, or to cover expenditure incurred in prior periods, shall be included in this Schedule. |
| 3. Governments Agencies | These grant') etc. are without any conditions attached as to their utilisation and are of the nature of non-refundable amounts which are to be appropriated to income. |
| 4. Institutions/Welfare Bodies | |
| 5. International Organisations | The gross receipts shall be shown against each sub-head, and grants/subsidies which are given in turn to other institutions/Organizations on irrevocable basis, as expenditure |

Should be considered in Schedule 22.

6. Others (Specify)

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority Of India Income And Expenditure Account-Income

14- Fees/subscription:

- | | |
|------------------------------|---|
| 1) Entrance Fees | accounting policies on each item will have to be disclosed |
| 2) Annual Fees/Subscriptions | In the case Fees like Entrance Fee, Subscription etc. are in the nature of capital receipts, such amount should go to the Corpus/Capital Fund. Otherwise such fees will be incorporated in this Schedule. |
| 3) Seminar /Program Fees | |
| 4) Consultancy Fees | In case the major activities of the Entity are to organize seminar/ workshop and / or provide consultancy services such income should form part of the Schedule 12 |
| 5) Others (Specify) | The gross receipts should be shown here. Expenditure incurred on seminar/workshops, consultancy etc. should be shown as other administrative expenses in the schedule 21. |

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority Of India Income and Expenditure Account-Income

15-Income From Investment:

- | | |
|------------------------------|---|
| 1. Interest | 1. Income from Investments shall be disclosed at gross figures and tax deducted at source is to be Stated separately. |
| a) on Government Securities | 2. Interest on Government securities shall comprise
a) interest earned at coupon rate up to the last applicable date of interest, i.e interest accrued & due; and
b) interest accrued thereafter up to the year-end at the coupon rate. |
| b) other Bonds/ Debentures | 3. Income on bonds and debentures would include discount accrued up to the year-end on bonds issued at a discount, to be redeemed at par or on premium, based on the terms of their issue. |
| 2. Dividends | 4. Dividends shall be accrued, based on the dates of declaration thereof i. e when the entity |
| a) on Shares | has a right to receive the same. |
| b) on Mutual Fund Securities | |
| 3. Rents | 5. Rents shall be shown as income on Investment on properties, if any. |
| 4. Others (Specify) | 6. Interest claimed on overdue/matured investments shall not be recognized unless pre-conditions for Such recognition are satisfied. |

7. Distinction should be made in respect of income on Investments:

a) Owned by the Entity; and

b) those held against earmarked/ endowment funds

8. At the year-end total of the income on investment

from earmarked/ endowment funds should be transferred to the Fund through schedule

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Income and Expenditure Account-Income

16-Income from Royalty, Publication Etc :

1) Income from Royalty

Accounting policies on each item will have to be disclosed

2) Income from Publications

In case the major activities of the Entity are to publish books, journals, documents etc, such income should form part of the Schedule 12

3) Others (Specify)

The gross receipts should be shown here. Expenditure incurred on publication etc. should be shown as 'other Administrative expenses' in the schedule 21.

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Income And Expenditure Account-Income

17-Interest Earned:

1. On Term Deposits:

1. Interest income earned should be shown at gross figures and tax deducted at source is to be stated separately.

a) With Scheduled Banks

b) With Non- Scheduled Banks

c) With Institutions

d) Others

2. On Savings Accounts:

2. Distinction should be made in respect of income;

a) With Scheduled Banks

a) on assets owned by the Entity'. And

b) With Non- Scheduled Banks

b) those held against earmarked/ endowment funds;

c) Post Office Saving Accounts

d) Others

3. On Loans:

a) Employees/ staff

b) Others

2. Interest on Debtors & Other Receivables

Notes and Instructions For Compilation of Financial Statements of Airports Economic Regulatory

Authority of India Income and Expenditure Account-Income

18-Other Income:

1. Profit on Sale/ disposal of Assts Sales proceeds/realisation, net of the book value of the asstsshall, if a surplus, be included under this subhead
 - a) Ownedassts
 - b) Assetsacquired out of grants or received free of cost
2. Export Incentives realized Export incentives claimed and not realized upto the year-endshall not be included in Income.
3. Fees for Miscellaneous Services Items of material amounts included in Miscellaneous IncomeShould be separately disclosed.
4. Miscellaneous Income

Notes and Instructions for Compilation of Financial Statements of Airports EconomicRegulatory Authority of IndiaIncome And Expenditure Account- Income

19- Increase/ (Decrease In Stock of Finished Goods & Work-In-Progress

- a) Closing stock According policies regarding valuation of stock should be declared
 - FinishingGoods
 - Work-in-progress
- b) Less: Opening Stock
 - FinishedGoods
 - Work-in-progress

Notes and Instructions for Compilation of Financial Statements of Airports EconomicRegulatory Authority of IndiaIncome And Expenditure Account- Expenditure:

20- Establishment Expenses:

- a) Salaries and wages The gross expenditure against each head including in respect of staff on deputation should be disclosed.
- b) Allowances and Bonus
- c) Contribution to Provident Fund
- d) Contribution to Other Fund (specify) Statutory obligations of the Entity towards provident fund, Employees' state insurance, retirement benefits etc. should be disclosed clearly and item- wise.
- e) Staff Welfare Expenses
- f) Expenses on Employees' Retirement And Terminal

Benefits

- g) Others (specify) not be deducted from the
- In case of recoveries like fines, penalties etc. the same should expense heads but included under 'Other Income' in the Schedule 18.

Notes- General Prior period items Prior period and Extraordinary items shall be separately disclosed so that the effect thereof on the net Expenditure for the year is known. Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Income and Expenditure Account- Expenditure:

21-Other Administrative Expenses Etc:

- a) Purchase
- The gross expenditure against each head should be disclosed.
- b) Labour and processing expenses
- In case of recoveries e.g. Rent recoveries, freight charges recovered, fines, penalties, damages from suppliers etc., the amount of such recoveries should not be deducted from the expense heads but included under "Schedule 16- "Other Income
- c) Cartage and carriage Inwards
- d) Electricity and power
- e) Water charges
- Prior period and Extraordinary items shall be separately disclosed so that the effect thereof on the net Expenditure for the year is known
- f) Insurance
- g) Repairs and maintenance
- The list of heads is not exhaustive but illustrative. As far as possible only these delete any of these heads
- h) Excise Duty
- i) Rent, Rates & Taxes
- j) Vehicles Running & Maintenance
- k) Postage, Telephone & Communication charges
- l) Printing and Stationery
- m) Travelling & Conveyance Expenses
- n) Expenses on seminar/Workshops
- o) Subscription Expenses
- p) Expenses on Fees
- q) Auditors Remuneration
- r) Hospitality Expenses
- s) Professional Charges

- t) Provision for Bad 7
doubtful Debts/Advances
- u) Irrecoverable Balances
written off
- v) Packing charges
- w) Freight & forwarding
Expenses
- x) Distribution Expenses
- y) Advertisement &
publicity
- z) Others (specify)

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Income And Expenditure Account- Expenditure:

22- Expenditure on Grants, Subsidies Etc:

- | | |
|---|--|
| a) Grants given to
Organizations | Grants, subsidies or other similar assistance given to the Institutions/ for Institutions/ Organizations general purposes and objectives of the Entity, on an irrecoverable basis, shall be included in this schedule.

Name of the Institutions/ Organisations, their activities along with the amounts in each case should be disclosed |
| b) Subsidies given to
Institution/organization | These grants etc. are with or without any conditions attached as to their utilizations and are of the nature of non-refundable amounts which are to be appropriated as expenditure.

The gross receipts shown against each sub-head in the schedule 13, could be the sources of these grants/subsidies that are given, in turn, to other institution/organizations on irrevocable basis.

The gross expenditure against each head should be disclosed. |

Notes and Instructions for Compilation of Financial Statements of Airports Economic Regulatory Authority of India Income and Expenditure Account- Expenditure

23- Interest:

- | | |
|------------------------|--|
| a) On Fixed
Loans | 1. Interest would include commitment charges. |
| b) On Other
Loans | 2. Fixed Loans are loans which are for fixed period, like Term Loans |
| c) Others
(specify) | 3. Expenditure by way of Interest as per Schedule 23 is the minimum disclosure requirement. The Entity should be encouraged to disclose interest expended based on the sources of loans and borrowings as per the heads in Schedules 4 & 5 |

Notes and Instructions for Compilation of Financial Statement of Airports Economic Regulatory Authority of India

25-Contingent Liabilities and Notes on Accounts

A. Contingent Liabilities

1. Claims against the Entity
not acknowledgement on _____
debts
2. Liability for partly -paid investment Liability on partly paid shares, debantures etc. id requiredto be stated.
3. Liability on account of outstanding forward Amount outstanding forward exchange contracts at the exchangerates applicable as Exchange contract at the yearend should bestated.
4. Guarantees and letters of credit outstanding Liability towards Guarantee given by the entity or on itsbehalf and letter of credits Outstanding as the year-end arerequired to be disclosed.
5. Bills Discounted Bills discounted outstanding as at the year-end need to bedisclosed.
6. Other items for which the entity is contingently liable. Included here would ne disputed statutory and otherDemands/claims. Bills Rediscounted, commitments underunder-writing contracts and other items for which the entity iscontingent liable.

B. Notes Onaccounts

1. Commitments on capital accounts notProvided for This would arise in terms of contract/arrangements in term ofwhich amounts would have to be paid for Acquisition/constructionof asset. The amount, net of advances is required to be disclosed.

2. Other Notes

Form-I(C)Statement of Receipt and PaymentsForm Of Financial Stements of Airports Economic Regulatory Authority of IndiaReceipt and Payments for The Period/year Ended----- (Amount-Rs)

Receipts	Current Year	Previous Year	Payments	Current Year	Previous Year
I. Opening Balances	----	----	I. Expenses		
a) cash inhand	----	----	a) Establishment Expenses (corresponding to schedule 20)	----	----
b) BankBalance	----	----	b) Adinistrative Expenses (corresponding to schedule 21)	----	----
i) Incurrent accounts	----	----		----	----
ii) Indeposit accounts					
iii)Saivng accounts	----	----			
	----	----			
	----	----			
II. Grants Received			II. Payments made against funds for various projects	----	----

a) From government of India	----	----	(Name of the fund or project should be shown along with the particulars of payments made for each other)	-----	-----
b) From State Government	----	----			
c) From other sources (details)	----	----		-----	-----
(Grants for capital & revenue exp. To be shown separately	----	----			
III. Income on Investment From	----	----	III. Investment and deposits made		
a) Earmarked/Endow. Funds			a) out of earmarked/Endowment funds	-----	-----
b) Own Funds (Other Investment)			b) out of Own funds (Investment-Other)	-----	-----
IV. Interest Received			IV. Expenditure on Fixed Assets & Capital Work-In-Progress	----	----
a) On Bank deposits			a) Purchase of Fixed Assets		
b) Loans Advances et.			b) Expenditure on capital Work-in-progress	----	-----
V. Other Income (Specify)			V. Refund of surplus money/Loans		
			a) To the government of India		
			b) To the State Government		
			c) To other providers of funds		
VI. Amount Borrowed			VI. Finance Charges (Interest)		
VII. Any other receipts(give details)			VII. Other Payments (Specify)		
			VIII. Closing Balances		
			a) Cash in hand		
			b) Bank Balances		
			i) Incurrent accounts		
			ii) in deposits accounts		
			iii) savings Accounts		
Total	----	-----	Total	----	----

Form- IV Form Of Budget [See rule 6(1)] Estimated Receipts Estimated Expenditure Form-V Form of Supplementary Budget [See Rule 6(2)]

Budget Amount Expenses Expenses Revised Supplementary Remarks/Justification allocated released incurred outstanding/expected estimate demand

till..... till.....

Form- VI Annual Report Form of Annual Report of the Airports Economic Regulatory Authority of India [See Rule 7(1)]

1. Introduction

2. Profile of the Authority's Members

3. Scope of Regulation

4. New Regulations/Procedures etc. notified/issued

5. Orders passed by the Authority

6. Directions

7. Monitoring of Performance Standards

8. Stakeholders Consultations

9. Inquiry initiated by the Authority

10. Appeals

11. Administration and establishment matters

12. Budget and Accounts

13. Regulatory Advocacy and protection of interest of users

14. International co-operation

15. Capacity Building

16. Any other matter which in the opinion of the Authority needs to be highlighted