**Format for Income & Expenditure account**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Current**  **year** | **Previous**  **year** |
| **Income** |  |  |
| Contribution | 1,00,000 | 80,000 |
| Foreign contribution | 5,00,000 | 3,00,000 |
| Indian contribution | 1,00,000 | 90,000 |
| Income from investments | 30,000 | 10,000 |
| Other incomes | 10,000 | 5,000 |
|  |  |  |
| **TOTAL A** | **7,40, 000** | **4,85,000** |
|  |  |  |
| **Expenditure** |  |  |
| **Programme Expenditure** |  |  |
| * Activity one | **9,000** | **5,000** |
| * Activity two | **6,000** | **7,000** |
| * Activity three | **10,000** | **9,000** |
|  |  |  |
| **Administrative expenses** | **10,000** | **5,000** |
| Salary and wages | **50,000** | **30,000** |
| Electricity | **4,500** | **3,000** |
| Rent | **5,000** | **2,500** |
| Traveling | **10,000** | **7,000** |
| Conveyance | **5,000** | **3,000** |
| Vehicle maintenance | **10,000** | **5,000** |
| Repairs & maintenance | **5,000** | **2,500** |
|  |  |  |
| **TOTAL B** | **1,24,500** | **79,000** |
|  |  |  |
| Excess of income over expenditure ‘C’ (A-B) |  |  |
| **TOTAL** | **5,05,000** | **3,05,000** |