



FINANCIAL STATEMENTS OF NOT-FOR-PROFIT ORGANIZATIONS



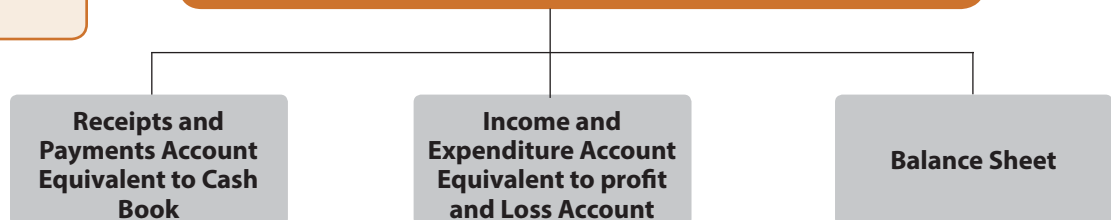
LEARNING OUTCOMES

After studying this chapter, you will be able to:

- ◆ Understand the meaning of Not-for-profit-Organisations and distinction between a profit-making organisation and a Not-for-profit-Organisation.
- ◆ Accounting for Not-for-profit-Organisations.
- ◆ Understand the meaning of Receipts and Payments Account and Income and Expenditure Account and see the distinction between the two Accounts.
- ◆ Learn the technique of preparing Receipts and Payments Accounts.
- ◆ Identify main sources of Income and learn the technique of preparing Income and Expenditure Account from Receipts and Payments Account.
- ◆ Learn the technique of preparing Balance Sheet of Not-for-profit-Organisations.

CHAPTER OVERVIEW

Financial statements of Not-for-profit-Organisations



Donations, Entrance and Admission Fees, Subscription, Life Membership Fee are some of the sources of incomes for the non-profit organizations. These items have separate treatments, some being capitalized while others are treated on accrual basis.

1. INTRODUCTION

A nonprofit organization is a legal and accounting entity that is operated for the benefit of the society as a whole, rather than for the benefit of a sole proprietor or a group of partners or shareholders. Non-profit making organisations such as public hospitals, public educational institutions, clubs, Temples, churches etc., conventionally prepare Receipts and Payments Account and Income and Expenditure Account to show periodic performance and Balance Sheet to show financial position at the end of the period. In this Chapter, we shall discuss the technique of preparing Receipts and Payments Account, Income and Expenditure Accounts and Balance Sheet of not-for-profit organisations. Also we shall discuss and illustrate the technique of preparing Income and Expenditure Account from Receipts and Payments Account. It may be mentioned that Income and Expenditure Account is just similar to Profit and Loss Account prepared for the profit making organisations. In case of Income and Expenditure Account, the excess of expenditure over income is treated as deficit. In non-profit making organisations, total cash receipts and total cash payments are highlighted through Receipts and Payments Account.

2. NATURE OF RECEIPTS AND PAYMENTS ACCOUNT

A Receipts and Payments Account is a summary of the cash book without date column. It is an elementary form of account commonly adopted by not for profit making concerns such as hospitals, clubs, societies, Temples, churches etc., for presenting periodically the result of their working. It consists of a classified summary of cash/bank receipts and payments over a certain period together with the cash balances at the beginning and close of the period. The receipts are entered on the left hand side, and payments on the right hand side i.e., same sides as those on which they appear in Cash Book.

Features:

- ◆ It is the summary of the cash and bank transactions like cash book, all the receipts (**capital or revenue**) are debited, similarly, all the expenditures (**capital or revenue**) are credited.
- ◆ It starts with opening cash and bank balances and also ends with their closing balances.
- ◆ This account is usually not a part of the double entry system.
- ◆ It includes all cash and bank receipts and payments, whether they are related to current, past or future periods.
- ◆ Surplus or deficit for an accounting period cannot be ascertained from this account, since, it shows only the Cash/Bank position and excludes all non cash items.

ILLUSTRATION 1

The receipts and payments for the Swaraj Club for the year ended March 31, 2016 were: Entrance fees ₹300; Membership Fees ₹3,000; Donation for Club Pavilion ₹10,000, Foodstuff sales ₹1,200; Salaries and Wages ₹1,200 Purchase of Foodstuff ₹ 800; Construction of Club Pavilion ₹11,000; General Expenses ₹600; Rent and Taxes ₹400; Bank Charges ₹160.

Cash in hand—April. 1st ₹200, March. 31st ₹350

Cash in Bank—April. 1st ₹400; March. 31st ₹590

You are required to prepare Receipts and Payment Account.

 SOLUTION

Swaraj Club
Receipts and Payments Accounts
for the year ended 31st March, 2016

Receipts	₹	Payments	₹
To Balance b/d(opening bal.)		By Salaries and Wages	1,200
To Cash in hand	200		
To Cash with bank	400	By Purchase of Foodstuff	800
To Entrance Fees	300	By Club Pavilion (Expenditure	
To Membership Fees	3,000	on its construction)	11,000
To Donation of Account		By General Expenses	600
of Club Pavilion	10,000	By Rent and Taxes	400
To Sales of foodstuff	1,200	By Bank Charges	160
		By Balance c/d (closing bal)	
		Cash in hand	350
		Cash in bank	590
	15,100		15,100

2.1 Limitations of Receipts and Payments Account

From the study of the above account, it will be apparent that the increase in the cash and bank balances at the end of the year, as compared to those in beginning, does not truly represent the surplus for the year since it does not take into account the cost of construction of the pavilion, which is in excess of the donation received, the outstanding subscription or those which were collected in advance, etc. Ordinarily one must ascertain whether for a current year income is sufficient to meet the current expenses. Since the Receipts and Payments Account includes items relating to all periods or of all types, it does not serve the purpose mentioned above. Due to these drawbacks, the preparation of Receipts and Payments Account is not favoured except where the activities of the organization, the results of which are to be exhibited, are simple and modest, involve no carry over from one period to the next and it has no assets, apart from cash balance and no liabilities.

3. INCOME AND EXPENDITURE ACCOUNT

The income and expenditure account is **equivalent** to the Profit and Loss Account of a business enterprise. It is an account which is widely adopted by not for profit making concerns and is prepared by following **accrual principle**. Only items of revenue nature pertaining to the period of account are included therein. The preparation of the account, therefore, requires adjustment in relevant accounts of outstanding items of income and expenditure as also exclusion of amounts paid in advance before these are included in Income and Expenditure Account. In so far as this, it resembles a Profit and Loss Account and serves the same function in respect of a non-profit making concern as the later account does for a firm, carrying on business or trade.

Non-profit organizations registered under section 8 of the Companies Act, 2013 are required to prepare their Income and Expenditure account and Balance Sheet as per the Schedule III to the Companies Act, 2013.

Features:

- ♦ It is a **revenue account** prepared at the end of the accounting period for finding out the surplus or deficit of that period.
- ♦ It is prepared by matching expenses against the revenue of that period concerned.
- ♦ Both cash and non-cash items, such as depreciation, are taken into consideration.
- ♦ All capital expenditures and incomes are excluded.
- ♦ Only current years' income and expenses are considered.

3.1 Main Sources of Income

These are subscriptions, ordinary donations, membership fees or entrances fees (if the amount is normal or provided according to bye-laws of the society), recurring grants from local authorities and income from investments, etc. Any amount raised for a special activity, e.g. on sale of match tickets, is deducted from the expenditure of that activity and net amount is shown in the income and expenditure account. Any receipt of capital nature shall not be shown as income but will be credited to the Capital Fund or special purpose fund e.g. "Building Fund" or if the receipts is on account of sale of a fixed asset, it shall be credited to the asset account.

Examples:

Hospital - medicines and cost of tests and investigations.

Sports Club - sports materials, tournament expenses, etc.

Drama Club - expenses of staging plays, rent of the hall, payment to artists, etc.

Educational Societies - award of scholarships, organisation of seminars, etc.

Library Societies - newspapers and magazines.

Any expenditure for acquisition of a fixed asset will be capitalised, though the amount of annual depreciation shall be debited to revenue expenditure.

It may be noted that after various accounts have been adjusted as is considered necessary and all the revenue accounts have been closed off by transfer to the Income and Expenditure Account, there will still be a number of balances left over. These are included in the balance sheet. A balance sheet is thus a complement to such an account. If a regular Trial Balance is available, the preparation of the Income and Expenditure Account and the Balance Sheet is on the lines of final accounts.

3.2 Distinction between Receipts and Payments Account and Income and Expenditure Account

Not for profit organizations such as public hospitals, public educational institutions, clubs, Temples, churches etc., conventionally prepare Receipt and Payment Account and Income and Expenditure Account to show periodic performance for a particular accounting period. The distinguishing features of both the accounts can be summarized as:

Receipt and Payment Account is an elementary form of account consisting of a classified summary of cash receipts and payments over a certain period together with cash balances at the beginning and close of the period. The receipts are entered on the left hand side and payments on the right hand side i.e. same sides as those on which they appear in cash book. All the receipts and payments whether of revenue or capital nature are included in this account. The balance of the account at the end of a period represents the

difference between the amount of cash received and paid up. It is always in debit since it is made up of cash in hand and at bank.

Income and Expenditure Account **resembles a Profit and Loss Account** and serves the same function in respect of a non-profit making concern as the last mentioned account does for a firm, carrying on business or trade. Income and Expenditure Account is drawn up in the same form as the Profit and Loss Account. Expenditure of revenue nature is shown on the debit side, income and gains of revenue nature are shown on the credit side. Income and Expenditure Account contains all the items of income and expenditure relevant to the period of account, whether received or paid out as well as that which have fallen due for recovery or payment. Capital Receipts, prepayments of income and capital expenditures, prepaid expenses are excluded. It does not start with any opening balance. The closing balance represents the amount by which the income exceeds the expenditure only or vice versa.

3.3 Preparation of Income and Expenditure Account from Receipts and Payments Account

Situations may require compilation of Income and Expenditure Account and the Balance Sheet from the Receipts and Payments Account after making adjustments in respect of Income accrued but not collected and expenses outstanding. The preparation of Balance Sheet in such a case is also necessary since an Income and Expenditure Account must always be accompanied by a Balance Sheet. The procedure which should be followed in this regard is briefly outlined below.

- (i) Compute the opening balance of the Accumulated Fund, or Capital Fund of the Institution with the help of making opening balance sheet. It will be excess of the total value of the assets over that of the liabilities at the commencement of the period.
- (ii) Open ledger accounts in respect of various items of income and expenditure (e.g. subscription, rents, printing, purchase of sports materials etc.) in which accruals or outstanding at the beginning or at the end of period have to be adjusted. Enter therein any accrual or outstanding at the end of the period as well as amounts which relate to an earlier period or the following period. The balance of the ledger accounts therefore will represent the amounts or income or expenditure pertaining to the period. These should be transferred to the Income and Expenditure Account.
- (iii) Post from the debit of the Receipts & Payments Account to the credit of the Income and Expenditure Account other items of income wherein accruals and outstanding amount have to be adjusted. Likewise, post item of expenses in which no adjustment is to be made directly to debit of income and Expenditure Account.
- (iv) Transfer the balance of Income and Expenditure Account to the Accumulated Fund/Capital Fund Account.
- (v) Post the receipts and payments of capital nature from the Receipts and Payments Account to the appropriate asset or liability account for incorporating in the Balance Sheet. If a part or whole of an asset has been sold, the capital profit/loss, if any, is credited / debited in the Income and Expenditure Account. The balance of Income and Expenditure Account should be transferred to the Accumulated Fund/Capital Fund Account.
- (vi) Prepare a Balance Sheet by including therein all the balances left over after transfers to the Income and Expenditure Account have been made.

ILLUSTRATION 2

During 2016, subscription received in cash is ₹42,000. It includes ₹1,600 for 2015 and ₹600 for 2017. Also ₹3,000 has still to be received for 2016.

Required

Calculate the amount to be credited to Income and Expenditure Account in respect of subscription.

SOLUTION

			₹
Amount received			42,000
Add : Outstanding on 31st Dec., 2016			3,000
			45,000
Less : Received on account of 2015		1,600	
2017		600	(2,200)
			42,800

The various accounts will appear as under:

Subscription Outstanding Account

2016		₹	2016		₹
Jan. 1	To Balance b/d (transfer)	1,600	Dec. 31	By Subscription A/c	1,600
Dec. 31	To Subscription A/c	3,000	Dec. 31	By Balance c/d	3,000
		4,600			4,600
2017					
Jan. 1	To Balance b/d	3,000			

Subscription Account

2016		₹	2016		₹
Dec. 31	To Subscription Outstanding A/c (transfer)	1,600	Dec. 31	By Cash A/c	42,000
Dec. 31	To Subscription received in advance A/c	600	Dec. 31	By Subscription Outstanding A/c	3,000
Dec. 31	To Income and Expenditure A/c (transfer)	42,800			
		45,000			45,000

Subscription received in Advance Account

2016		₹	2016		₹
Dec. 31	To Balance c/d	600	Dec. 31	By Subscription A/c	600
			2017		
			Jan. 1	By Balance b/d	600

Subscription outstanding ₹3,000 and Subscription received in advance ₹600 will be shown in the balance sheet on the assets and liabilities side respectively.

 **ILLUSTRATION 3**

Suppose salaries paid during 2016 were ₹23,000. The following further information is available:

				₹
Salaries unpaid on 31st March,	2015			1,400
" pre-paid on	"	"	2015	400
" un-paid on	"	"	2016	1,800
" pre-paid	"	"	2016	600

Required

Calculate the amount to be debited to Income and expenditure account in respect of salaries and also show necessary ledger accounts.

 **SOLUTION**
Salaries Account

		₹			₹
April, 1 2015	To Prepaid Salaries A/c	400	April, 1, 2015	By Salaries Outstanding A/c	1,400
March, 31, 2016	To Cash	23,000	March, 31, 2016	By Salaries Prepaid A/c	600
	To Salaries Outstanding A/c	1,800		By Transfer to Income & Expenditure A/c	23,200
		25,200			25,200

Salaries Outstanding Account

		₹			₹
April, 1, 2015	To Salaries A/c	1,400	April, 1, 2015	By Balance b/d	1,400
March, 31, 2016	To Balance c/d	1,800	March, 31, 2016	By Salaries A/c	1,800
		3,200			3,200
			April, 1, 2016	By Balance b/d	1,800

Salaries Prepaid Account

		₹			₹
April, 2015	To Balance b/d	400	April, 1, 2015	By Salaries A/c (transfer)	400
March, 31, 2016	To Salaries A/c	600	March, 31, 2016	By Balance c/d	600
		1,000			1,000
April, 1, 2016	To Balance b/d	600			

4. BALANCE SHEET

A Balance Sheet is the **statement** of assets and liabilities of an accounting unit at a given date. It is generally prepared at the end of an accounting period after the Income and Expenditure Account has been prepared. It is classified summary of the ledger balances left over, after accounts of all the revenue items have been closed off by transfer to the Income and Expenditure Account. In not for profit organizations, the excess of total assets over total outside liabilities is known as **Capital Fund**. The Capital fund represents the amount contributed by members, legacies, special donations, entrance fees and accumulated surplus over the years. If however, members have not contributed any amount, the name should be Accumulated Fund. The surplus or deficit, if any, on the year's working as disclosed by the Income and Expenditure Account is shown either as an addition to or deduction from the Capital / Accumulated Fund brought forward from the previous period.

4.1 Accounting Treatment of Some Special Items

4.1.1 Donations: These may have been raised either for meeting some revenue or capital expenditure; those intended for the first mentioned purpose are credited directly to the Income and Expenditure Account but others, if the donors have declared their specific intention, are credited to special fund account and in the absence thereof, to the Capital Fund Account. If any investments are purchased out of a special fund or an asset is acquired therefrom, these are disclosed separately. Any income received from such investments or any donations collected for a special purpose are credited to an account indicating the purpose and correspondingly the expenditure incurred in carrying out the purpose of the fund is debited to this account. On no account any such expense is charged to the Income and Expenditure Account. **The term "Fund" is strictly applicable to the amounts collected for a special purpose when these are invested, e.g. Scholarship Fund, Prize Fund etc.** In other cases, when the amounts collected are not invested in securities or assets distinguishable from those belonging to the institution, the word "Account" is more appropriate e.g. Building Account, Tournament Account etc.

Instead of paying cash, a donor may sometimes give away or transfer a security or some other readily realisable asset. In such a case, the value of asset on valuation, must be credited to the fund for which the amount has been donated.

4.1.2 Entrance and Admission Fees: Such fees which are payable by a member on admission to club or society are normally considered capital receipts and credited to Capital Fund. This is because these do not give rise to any special obligation towards the member who is entitled to the same privileges as others who have paid only their annual subscription. Nevertheless, where the amount is small, meant to cover expenses concerning admission, or the rules of the society provided that such fees could be treated as income of the society, these amounts may be included in the Income and Expenditure Account. The treatment depends upon the requirement of question. If the question is silent then always take it to be capital receipt.

4.1.3 Subscription: Subscriptions being an income should be allocated over the period of their accrual. For testing the knowledge of candidates of this important accounting principle, questions are often set in examinations wherein figures of subscription collected by a society during the year as well as those outstanding at the beginning of the year and at its close are given. If some subscriptions have been received in advance, their amount is also indicated. In such cases, it is always desirable to set up a Subscription Account for determining the amount of subscription pertaining for the period for which accounts are being prepared. For example, if it is stated that subscriptions collected by a society during the year 2015 amounted to ₹1,850 out of which ₹200 represented subscription for the year 2014; ₹100 were subscriptions collected in advance for the year 2016, and subscriptions amounting to ₹500 were outstanding for recovery at the end of 2015, the adjusting journal entries and the Subscription Account should be set up as follows :

		₹	₹
Subscription Outstanding Account	Dr.	500	
To Subscriptions Account			500
(The amount outstanding for this year credited to Subscription Account)			
Subscription A/c	Dr.	300	
To Outstanding Subscription A/c			200
To Subscriptions Received in Advance A/c			100
(Subscription received ₹200 for the previous year and ₹100 for the next year, adjusted)			

Subscription Account

Dr.		₹	2015		Cr.
2015					₹
Jan 1	To Balance b/d (Outstanding Subscriptions)	200	Dec.	By Cash A/c	1,850
Dec. 31	To Subscriptions received in advance To Income and Expenditure Account, transfer	100		By Balance c/d (Subscriptions Outstanding)	500
		2,050			
		2,350			2,350

The amount of outstanding subscription is adjusted in the Subscription Account by debit to Outstanding Subscription Account and that balance is shown as an asset in Balance Sheet. The Subscription Account is closed off by transferring its balance at the end of the year to the Income and Expenditure Account.

4.1.4 Life Membership Fee: Fees received for life membership is a **capital receipt** as it is of non-recurring nature. It is **directly added to capital fund** or general fund.

For adjusting lump sum subscription collected from the life members, one of the following methods can be adopted:

- (1) The entire amount may be carried forward in a special account until the member dies, when the same may be transferred to the credit of the Accumulated Fund.
- (2) An amount equal to the normal annual subscription may be transferred every year to the Income and Expenditure Account and balance carried forward till it is exhausted. If, however, the life member dies before the whole of the amount paid by him has been transferred in this way, the balance should be transferred to the Accumulated Fund on the date of his death.

- (3) An amount, calculated according to the age and average life of the member, may annually be transferred to the credit of Income and Expenditure Account.

Other concepts

Treatment of Important Items in Not For Profit Organization

1. **Donation:** it is **gift in cash or kind** from some person. It may be of two types:
 - (a) **Specific Donation:** It is received for certain specific purpose like Building Donation, Library Books donation etc. It should be capitalized and shown on the liabilities side of the balance sheet.
 - (b) **General Donation:** It is not received for any specific purpose and shown on the credit side of Income and Expenditure Account.
2. **Entrance Fees:** It may also be known as admission fees. **Entrance Fees should be capitalized** and added to the capital fund for all organization. If the question gives any specific treatment of Entrance fees, then it should be followed accordingly.
3. **Legacy:** It is an amount received by an organization as per the will of the person after the death of the person. It should be capitalized and shown on the liabilities side of the balance sheet by adding to the Capital Fund.
4. **Life Membership Fees:** It should **be capitalized** and shown on the liabilities side of the balance sheet. If the question gives any specific treatment of Life membership Fees, then it should be followed accordingly.
5. **Endowment Fund Donation:** It is a donation received and **only income from that donation is to be used for certain specific purpose**. In such cases income relating to special funds should be added to these funds on the liabilities side of the B/S. All the expenses should be deducted from that fund on the liabilities side of the Balance Sheet.
6. **Treatment of Sale of Old Newspaper and Periodicals:** The amount received on such sale is shown as Income on the credit side of income and expenditure account.
7. **Sale of old Fixed Assets:** The Sale proceeds of old Fixed Assets are treated as **capital receipts**. The profit or loss on sale of fixed asset is shown in the Income and Expenditure A/c
8. **Honorarium:** It is paid to someone for receiving any services from person who are **not the employees** of the Not for Profit Organisation.

4.2 Preparation of Balance Sheet

- ♦ **Preparation of opening balance sheet and calculation of surplus:** If capital fund or accumulated surplus in the beginning of the year is not given, it is calculated by deducting liabilities from assets in the beginning of year. While calculating opening capital fund, care should be taken to include prepaid expenses and accrued incomes as assets and outstanding expenses and advance incomes as liabilities. Any surplus earned during the year is added to the opening capital fund and deficit suffered during the year is deducted from the opening capital fund.
- ♦ **Cash and bank balance:** Closing cash and bank balance as disclosed in Receipt and Payment Account is shown in the assets side of Balance Sheet. If there is a bank overdraft, it is to be shown on the liabilities side of the balance sheet.

- ◆ **Fixed assets:** Opening balances of Fixed Assets (Furniture, building, equipment, etc.) are increased by the amount of purchases and reduced by sales of the same and depreciation on the same.
- ◆ **Liabilities:** Opening balances of liabilities should be adjusted for any increase or decrease in the same.

Note: The illustrations explained in this chapter comprise of clubs not registered under the Companies Act, 2013. Therefore, Income & Expenditure Account and Balance Sheet are not prepared as per Schedule III of the Companies Act, 2013.

ILLUSTRATION 4

The following was the Receipts and Payments Account of Exe Club for the year ended March. 31, 2016

All the figures in thousands

Receipts	₹	Payments	₹
Cash in hand	100	Groundsman's Fee	750
Balance at Bank as per Pass Book:		Moving Machine	1,500
Deposit Account	2,230	Rent of Ground	250
Current Account	600	Cost of Teas	250
Bank Interest	30	Fares	400
Donations and Subscriptions	2,600	Printing & Office Expenses	280
Receipts from teas	300	Repairs to Equipment	500
Contribution to fares	100	Honorarium to Secretary and	
Sale of Equipment	80	Treasurer of 2015	400
Net proceeds of Variety		Balance at Bank as per Pass Book:	
Entertainment	780	Deposit Account	3,090
Donation for forth coming		Current Account	150
Tournament	1,000	Cash in hand	250
	7,820		7,820

You are given the following additional information:

	April, 1, 2015	March, 31, 2016
	₹	₹
Subscription due	150	100
Amount due for printing etc.	100	80
Cheques unrepresented being payment for repairs	300	260
Estimated value of machinery and equipment	800	1,750
Interest not yet entered in the Pass book		20
Bonus to Groundsman o/s.		300

For the year ended March. 31, 2016, the honorarium to the Secretary and Treasurer are to be increased by a total of ₹200.

Required

Prepare the Income and Expenditure Account for period ending 31-03-2016 and the relevant Balance Sheet.

**SOLUTION**

**Income and Expenditure Account of Exe Club
for the year ending 31st March, 2016**

(all figures in thousand)

Expenditure		₹	Income	₹
To Groundsman's fee		750	By Donations and Subscription	2,550
To Rent of Ground		250	By Receipts from teas	50
To Fares' Expenses	400		(Fares) less expenses	
Less : Contribution	(100)	300	(₹300 - ₹250)	
To Printing & Office Expenses		260	By Proceeds of Variety	
To Repairs		460	Entertainment	780
To Depreciation on Machinery			By Interest (₹30 + ₹20)	50
Opening balance and Purchases	2,300			
Less: Closing Balance	(1,750)			
	550			
Less: Sale	(80)	470		
To Honorarium to Sect. & Treasurer		600		
To Bonus to Groundsman		300		
To Excess of Income over Expenditure		40		
		3,430		3,430

Balance Sheet of Exe Club as on 31st March, 2016

Liabilities		₹	Assets	₹
Outstanding Expenses:				
Groundsman Bonus		300	Cash in hand	250
Printing		80	Cash in Deposit A/c	3,090
Honorarium		600	Subscription Due	100
Bank Overdraft (₹260-₹150)		110	Interest Due	20
Capital Fund: Opening	3,080		Machinery & Equipments	1,750
Add: Surplus for the year	40	3,120		
Tournament Fund (Donation)		1,000		
		5,210		5,210

Balance Sheet as on 1st April, 2015

Liabilities		₹	Assets	₹
Outstanding Expenses and Honorarium (₹100 + ₹400)		500	Cash in hand	100
Capital Fund (Balancing Figure)		3,080	Cash in Deposit A/c	2,230
			Cash in Current A/c	300
			Subscription Due	150
			Machinery	800
		3,580		3,580

 **ILLUSTRATION 5**

The Income and Expenditure Account of the Youth Club for the Year 2016 is as follows:

Expenditure	₹	Income	₹
To Salaries	4,750	By Subscription	7,500
To General Expenses	500	By Entrance Fees	250
To Audit Fee	250	By Contribution for annual dinner	1,000
To Secretary's Honorarium	1,000	By Annual Sport meet receipts	750
To Stationery & Printing	450		
To Annual Dinner Expenses	1,500		
To Interest & Bank Charges	150		
To Depreciation	300		
To Surplus	600		
	9,500		9,500

This account had been prepared after the following adjustments:

	₹
Subscription outstanding at the end of 2015	600
Subscription received in Advance on 31st December, 2015	450
Subscription received in advance on 31st December, 2016	270
Subscription outstanding on 31st December, 2016	750

Salaries Outstanding at the beginning and the end of 2016 were respectively ₹ 400 and ₹450. General Expenses include insurance prepaid to the extent of ₹60. Audit fee for 2016 is as yet unpaid. During 2016 audit fee for 2015 was paid amounting to ₹200.

The Club owned a freehold lease of ground valued at ₹10,000. The club had sports equipment on 1st January, 2016 valued at ₹2,600. At the end of the year, after depreciation, this equipment amounted to ₹2,700. In 2015, the Club has raised a bank loan of ₹2,000. This was outstanding throughout 2016. On 31st December, 2016 cash in hand amounted to ₹1,600.

Required

Prepare the Receipts and Payments Account for 2016 and Balance Sheet as at the end of the year.

 **SOLUTION**

The Youth Club
Receipts and Payments Account
for the year ended 31st December, 2016

Receipts	₹	₹	Payments	₹	₹
To Balance b/d (balancing figure)		1,390	By Salaries	4,750	
To Subscriptions as per Income & Expenditure Account	7500		Add: Paid for 2015	400	
Add: 2015's Received	600		Less: Unpaid for 2016	(450)	4,700
2017's Received	270		By General Expenses	500	

	8,370		<i>Add</i> : Paid for 2017	60	560
Less: 2016's Received in 2015	(450)		By Audit fee (2016)		200
	7,920		By Secy. Honorarium		1,000
Less: 2016's Outstanding	(750)	7,170	By Stationery & Printing		450
To Entrance Fees		250	By Annual Dinner Expenses		1,500
To Contribution for annual dinner		1,000	By Interest & Bank Charges		150
To Sport meet : Receipt less		750	By Sports Equipments [2700 - (2600 - 300)]		400
			By Balance c/d		1,600
		10,560			10,560
To Balance b/d		1,600			

Balance Sheet of Youth Club as at December 31, 2016

Liabilities	₹	₹	Assets	₹	₹
Subscription received in advance		270	Freehold Ground		10,000
Audit Fee Outstanding		250	Sport Equipment:		
Salaries Outstanding		450	As per last		
Bank Loan		2,000	Balance Sheet	2,600	
Capital Fund :			Additions	400	
Balance as per previous				3,000	
Balance Sheet	11,540		Less : Depreciation	(300)	2,700
<i>Add</i> : Surplus for 2016	600	12,140	Subscription Outstanding		750
			Insurance Prepaid		60
			Cash in hand		1,600
		15,110			15,110

Balance Sheet of Youth Club as at 31st December, 2015

Liabilities	₹	Assets	₹
Subscriptions received in advance	450	Freehold Ground	10,000
Salaries outstanding	400	Sports Equipment	2,600
Audit fees unpaid	200	Subscriptions Outstanding	600
Bank Loan	2,000	Cash in hand	1,390
Capital Fund (balancing figure)	11,540		
	14,590		14,590

 **ILLUSTRATION 6**

From the following Income and Expenditure Account and the Balance Sheet of a club, prepare its Receipts and Payments Account and Subscription Account for the year ended 31st March, 2016:

Income & Expenditure Account for the year 2015-16

	₹		₹
To Upkeep of Ground	10,000	By Subscriptions	17,320
To Printing	1,000	By Sale of Newspapers (Old)	260
To Salaries	11,000	By Lectures	1,500
To Depreciation on Furniture	1,000	By Entrance Fee	1,300
To Rent	600	By Misc. Income	400
		By Deficit	2,820
	23,600		23,600

Balance Sheet as at 31st March, 2016

Liabilities		₹	Assets	₹
Subscription in Advance (2016-17)		100	Furniture	9,000
Prize Fund :			Ground and Building	47,000
Opening Balance	25,000		Prize Fund Investment	20,000
Add : Interest	1,000		Cash in Hand	2,300
	26,000		Subscription (outstanding) (2015-16)	700
Less : Prizes	(2,000)	24,000		
General Fund :				
Opening Balance	56,420			
Less : Deficit	(2,820)			
	53,600			
Add : Entrance Fee	1,300	54,900		
		79,000		79,000

The following adjustments have been made in the above accounts:

- (1) Upkeep of ground ₹ 600 and Printing ₹ 240 relating to 2014-2015 were paid in 2015-16.
- (2) One-half of entrance fee has been capitalised by transfer to General Fund.
- (3) Subscription outstanding in 2014-15 was ₹ 800 and for 2015-16 ₹ 700.
- (4) Subscription received in advance in 2014-15 was ₹ 200 and in 2015-16 for 2016-17 ₹ 100.

**SOLUTION**

Receipts and Payments Account
for the year ending 31st March, 2016

Receipts	₹	Payments	₹
To Balance b/d (Balancing figure)	4,660	By Upkeep of Ground (10,000 + 600)	10,600
To Subscription	17,320	By Printing (1,000 + 240)	1,240
To Interest on Prize Fund Investments	1,000	By Salaries	11,000
To Lecture (fee)	1,500	By Rent	600
To Entrance Fee	2,600	By Prizes	2,000
To Sale of Newspapers (old)	260	By Balance c/d	2,300
To Misc. Income	400		
	27,740		27,740

Working note: ₹ 600 paid for upkeep of ground for 2014-15 and ₹240 paid for printing have been added to the amount shown as expenditure for the year to arrive at total payment under these heads.

Subscription Account

2015		₹	2015		₹
April	To Subscription Outstanding (2014-15)	800	April 1	By Cash (Balancing figure)	17,320
	To Subscription In Advance (2016-17)	100		By Subscription Outstanding (2015-16)	700
2016	To Income & Expenditure A/c	17,320		By Subscription in Advance (2014-15)	200
March		18,220			18,220

**ILLUSTRATION 7**

The Sportwriters Club gives the following Receipts and Payments Account for the year ended March 31, 2016:

Receipts and Payments Account

Receipts	₹	Payments	₹
To Balance b/d	4,820	By Salaries	12,000
To Subscriptions	28,600	By Rent and electricity	7,220
To Miscellaneous income	700	By Library books	1,000
To Interest on Fixed deposit	2,000	By Magazines and newspapers	2,172
		By Sundry expenses	10,278
		By Sports equipments	1,000
		By Balance c/d	2,450
	36,120		36,120

Figures of other assets and liabilities are furnished as follows:

	As at March 31	
	₹	₹
	2015	2016
Salaries outstanding	710	170
Outstanding rent & electricity	864	973
Outstanding for magazines and newspapers	226	340
Fixed Deposit (10%) with bank	20,000	20,000
Interest accrued thereon	500	500
Subscription receivable	1,263	1,575
Prepaid expenses	417	620
Furniture	9,600	
Sports equipments	7,200	
Library books	5,000	

The closing values of furniture and sports equipments are to be determined after charging depreciation at 10% and 20% p.a. respectively inclusive of the additions, if any, during the year. The Club's library books are revalued at the end of every year and the value at the end of March 31, 2016 was ₹ 5,250.

Required

From the above information you are required to prepare:

- The Club's Balance Sheet as at March 31, 2015;
- The Club's Income and Expenditure Account for the year ended March 31, 2016.
- The Club's Closing Balance Sheet as at March 31, 2016.



SOLUTION

(a)

Sportswriters Club Balance Sheet as on 31st March, 2015

Liabilities	₹	₹	Assets	₹
Outstanding expenses :			Furniture	9,600
Salaries	710		Library Books	5,000
Rent & Electricity	864		Sports Equipment	7,200
Magazines & Newspapers	226	1,800	Fixed Deposit	20,000
Capital Fund (Balancing figure)		47,000	Cash in hand & at Bank	4,820
			Prepaid Expenses	417
			Subscription receivable	1,263
			Interest accrued	500
		48,800		48,800

(b) Income and Expenditure Account for the year ending 31st March, 2016

Expenditure		₹	Income		₹
To Salaries		11,460	By Subscription		28,912
To Rent & Electricity		7,329	By Interest on FD		2,000
To Magazines & Newspapers		2,286	By Misc. Income		700
To Sundry Expenses		10,075	By Excess of expenditure over income		2,888
To Depreciation :					
Furniture	960				
Sports Equipment	1,640				
Library Books	750	3,350			
		34,500			34,500

**(c) Balance Sheet of Sports Writers Club
as on 31st March, 2016**

Liabilities	₹	₹	Assets	₹	₹
Outstanding Expenses:			Furniture		
Salaries	170		Cost	9,600	
Rent & Electricity	973		Less : Depreciation	(960)	8,640
Newspapers	340	1,483	Magazines & Sport		
Capital Fund:			Equipment:		
Opening balance	47,000		Opening balance	7,200	
Less : Excess of exp. over income	(2,888)	44,112	Addition	1,000	
				8,200	
			Less : Depreciation	(1,640)	6,560
			Library Books :		
			Opening Balance	5,000	
			Addition	1,000	
				6,000	
			Less : Depreciation	(750)	5,250
			Fixed Deposit		20,000
			Cash in hand & at bank		2,450
			Prepaid Expenses		620
			Subscription Receivable		1,575
			Interest accrued		500
		45,595			45,595

Working Notes:

(i)	Expenses	Salaries ₹	Rent & Electricity ₹	Magazines & News-Papers ₹	Sundry Expenses ₹
	Paid during the year	12,000	7,220	2,172	10,278
	Add : Outstanding on 31.3.2016	170	973	340	–
	Less : Prepaid on 31.3.2015	–	–	–	417
		12,170	8,193	2,512	10,695
	Less : Outstanding on 31.3.2015	(710)	(864)	(226)	–
	Less : Prepaid on 31.3.2016	–	–	–	(620)
	Expenditure for the year	11,460	7,329	2,286	10,075
					₹
(ii)	Depreciation				
	(a) Furniture @10% on ₹9,600				960
	(b) Sports Equipment @ 20% on ₹8,200				1,640
	(c) Library books - book value			6,000	
	Revalued at			(5,250)	750
(iii)	Subscription				
	Received in cash				28,600
	Add : Receivable on 31.3.2016				1,575
					30,175
	Less: Receivable on 31.3.2015				(1,263)
					28,912

**ILLUSTRATION 8**

From the following data, prepare an Income and Expenditure Account for the year ended 31st December, 2016, and Balance Sheet as at that date of the Mayura Hospital.

**Receipts and Payments Account for the
year ended 31 December, 2016**

Receipts		₹	₹	Payments		₹	₹
To	Balance b/d			By	Salaries :		
	Cash	400			(₹3,600 for 2015)		15,600
	Bank	2,600	3,000	By	Hospital Equipment		8,500
To	Subscriptions :			By	Furniture purchased		3,000
	For 2015		2,550	By	Additions to Building		25,000
	For 2016		12,250	By	Printing & Stationery		1,200
	For 2017		1,200				
To	Government Grant :			By	Diet expenses		7,800
	For building		40,000	By	Rent and rates		
	For maintenance		10,000		(₹150 for 2017)		1,000
	Fees from sundry			By	Electricity and water		

Patients		2,400	charges		1,200
To Donations (not to be capitalised)		4,000	By office expenses		1,000
To Net collections from benefit shows		3,000	By Investments		10,000
			By Balances :		
			Cash	700	
			Bank	3,400	4,100
		78,400			78,400

Additional information :

Value of building under construction as on 31.12.2016	₹	70,000
Value of hospital equipment on 31.12.2016		25,500
Building Fund as on 1.1. 2016		40,000
Subscriptions in arrears as on 31.12.2015		3,250
Investments in 8% Govt. securities were made on 1st July, 2016.		

**SOLUTION**

Mayura Hospital
Income & Expenditure Account
for the year ended 31 December, 2016

Expenditure	₹	Income	₹
To Salaries	12,000	By Subscriptions	12,250
To Diet expenses	7,800	By Govt. Grants (Maintenance)	10,000
To Rent & Rates	850	By Fees, Sundry Patients	2,400
To Printing & Stationery	1,200	By Donations	4,000
To Electricity & Water-charges	1,200	By Benefit shows (net collections)	3,000
To Office expenses	1,000	By Interest on Investments	400
To Excess of Income over expenditure transferred to Capital Fund	8,000		
	32,050		32,050

Balance Sheet as at 31st December, 2016

Liabilities	₹	₹	Assets	₹	₹
Capital Fund :			Building :		
Opening balance	24,650		Opening balance	45,000	
Excess of Income			Addition	25,000	70,000
Over Expenditure	8,000	32,650	Hospital Equipment :		
Building Fund :			Opening balance	17,000	
Opening balance	40,000		Addition	8,500	25,500
Add : Govt. Grant	40,000	80,000	Furniture		3,000
Subscriptions received in advance		1,200	Investments -		
			8% Govt. Securities		10,000
			Subscriptions receivable		700
			Accrued interest		400

		Prepaid expenses (Rent)	150
		Cash at Bank	3,400
		Cash in hand	700
	1,13,850		1,13,850

Working Notes:**Balance sheet as at 31st December, 2015**

Liabilities	₹	Assets	₹
(1) Capital Fund		Building	45,000
(Balancing Figure)	24,650	Equipment	17,000
Building Fund	40,000	Subscription Receivable	3,250
Creditors for Expenses :		Cash at Bank	2,600
Salaries payable	3,600	Cash in hand	400
	68,250		68,250
(2) Value of Building			₹
Balance on 31st December, 2016			70,000
Paid during the year			25,000
Balance on 31st December, 2015			45,000
(3) Value of Equipment			
Balance on 31st December, 2016			25,500
Paid during the year			(8,500)
Balance on 31st December, 2015			17,000
(4) Subscription due for 2015			
Receivable on 31st December, 2015			3,250
Received in 2016			2,550
Still Receivable for 2015			700

 **ILLUSTRATION 9**

The receipts and payments account and the income and expenditure account of a Club for the year ended 31st December, 2016 were as follows:

Receipts and Payments Account

Receipts	₹	₹	Payments	₹
To Balance b/d		2,500	By Books purchased	1,000
To Subscriptions:			By Printing and Stationery	200
2015	600		By Salary	1,500
2016	4,300	4,900	By Advertisement	200
To Interest		500	By Electric Charge	400
To Donation for special fund		300	By Balance c/d	7,350

To Rent:			
2015	150		
2016	300	450	
To Govt. Grants		2,000	
		10,650	10,650

Income and Expenditure Account

Expenditure	₹	Income	₹
To Salary	2,800	By Interest	400
To Tent Hire	200	By Subscription	4,800
To Electric charges	400	By Rent	2,300
To Depreciation on Building	750	By Govt. Grant	2,000
To Printing and Stationery	200		
To Advertisement	150		
To Surplus	5,000		
	9,500		9,500

The club's assets as on 1st January 2016 were :

Building ₹ 15,000; Books ₹10,000

Furniture ₹4,000; Investments ₹10,000

Liabilities as on that date were ₹50 for advertisement and ₹100 for salary.

Required

Prepare the balance sheet of the club on 31st December, 2015 and 31st December, 2016.



SOLUTION

Balance Sheet As at 31st December, 2015

Liabilities	₹	Assets	₹
Capital fund (Bal. fig.)	42,200	Cash in hand	2,500
Outstanding for advertisement	50	Subscriptions outstanding	600
Outstanding for salary	100	Interest outstanding	100
		Rent receivable	150
		Buildings	15,000
		Books	10,000
		Furniture Purchased	4,000
		Investments	10,000
	42,350		42,350

Balance Sheet
As at 31st December, 2016

Liabilities		₹	Assets		₹
Donation for Special Fund		300	Cash in hand		7,350
Outstanding for salary		1,400	Subscriptions outstanding		500
Outstanding for Tent hire		200	Books	10,000	
Capital Fund			Add: Purchase	1,000	11,000
Balance on 31/12/15	42,200		Buildings	15,000	
Add: Surplus	5,000	47,200	Less: Dep.	(750)	14,250
			Furniture		4,000
			Investments		10,000
			Accrued Rent		2,000
		49,100			49,100

Note: In the above solution, it is assumed that ₹ 100 (₹ 500-₹ 400) excess interest received during the year is in relation to the outstanding interest of the last year.

5. EDUCATIONAL INSTITUTIONS

Registration

The educational institutions which are functioning in India are mostly registered as Societies under the Indian Societies Registration Act of 1860, in some of the States, where Public Trust Acts have been passed all the Societies registered under the Indian Societies Registration Act, 1860 are required to be simultaneously registered under the Trust Act. Accordingly, in the State of Maharashtra, all the Societies have simultaneously been registered under the Bombay Public Trust Act, 1950.

Organizational Pattern

The Trust Societies are autonomous bodies with office bearers consisting of President, Secretary, Treasurer and Executive Committee Members. The General Body consists of all the Members of the Society. In case of Societies/Trusts which run a number of colleges and schools etc., for managing the affairs of each individual school or college, there is a governing body, wherein the head of the Unit, such as Principal of the college or Head Master of the school as, the case may be, are also members of the Governing Body.

The function of the Governing Body is to supervise the smooth functioning of the individual school or college.

Salient Features

The basic tenets pre-suppose, that part of the expenses of the educational institutions are met from the funds raised by the educational institutions themselves, either from donations, or from charities, collected from benevolent citizens in the country.

The State Governments through grant-in-aid-code have evolved different patterns of giving assistance to the educational institutions. There is, as such, no uniformity in the giving of assistance to the educational institutions in the form of grants.

All the educational institutions follow financial year as their accounting year.

5.1 Sources of Finance for Running the Educational Institution

There are three main sources through which amounts are collected by the educational institutions. These are:

- (1) Donation from Public;
- (2) Fees in the form of annual tuition fees, term fees, admission fees, laboratory fee etc., and
- (3) Grants received from the Government.

The Government grants are of four kinds namely Maintenance Grant, Equipment grant, Building Grant and such other grants as may be sanctioned by the Government from time to time.

5.2 Specific items

5.2.1 Donation from Public

These are received either for recurring or non-recurring purposes. Donations are received either in cash or in kind. The 'in kind' donations are in the form of land and building, shares and securities, utensils, furniture and fixtures and the like, generally with a desire to perpetuate the memory of a distinguished member of the family of the donor.

5.2.2 Capitation fees or admission fees

Amounts are collected from parents/guardians of the students who seek admission in the educational institution. These are either in the form of capitation fees or admission fees and are generally collected by the Parent Body which runs the institution. In recent times, such collections have been a matter of severe attack and ban.

5.2.3 Laboratory and Library deposit

These are generally collected by schools and colleges and they remain with the institution till the student finally leaves it.

The School Code prescribes the rates of tuition and other fees, to be charged from the students.

5.2.4 Use of Term Fees

A separate account of receipts and expenditures shall be maintained and surplus carried over to the next year. The following are main items on which term fee can be used:

- (1) Medical Inspection.
- (2) School Magazine-manuscript and/or printing.
- (3) Examination expenses i.e. printing, of question papers and supply of answer books if there is sufficient balance.
- (4) Contribution to athletic and cultural associations, connected with school activities.
- (5) School functions and festivals.
- (6) Inter-class and Inter-school tournaments.
- (7) Sports and Games-major and minor.
- (8) Newspapers and magazines.
- (9) Extra-curricular excursion and visits.
- (10) School competition such as elocution competition etc.

- (11) Scouting and Guiding.
- (12) School Band.
- (13) Social and Cultural activities and equipment required for the same.
- (14) Vocational Guidance in general.
- (15) Prizes for Co-curricular activities.
- (16) Any other extra-curricular or co-curricular activities.
- (17) Maintenance of playground.
- (18) Purchase of books for Pupils Library.
- (19) Drawing and Craft material.
- (20) Audio-Visual Education.
- (21) Curricular visits and excursions.
- (22) Equipment for Physical education.

5.2.5 Recurring grants

Recurring grants in the form of Maintenance Grants are received in instalments spread out throughout the year.

5.2.6 Use of grant-in-aid

The School Code provides a detailed list of items of expenditure which are admissible for grant-in-aid:

- (1) Staff salaries and allowances
- (2) Leave Allowance.
- (3) Bad Climate Allowance.
- (4) Water Allowance.
- (5) Leave Salary.
- (6) Expenditure on training of teachers.
- (7) Pension and Gratuity as may be applicable.
- (8) Expenditure on the appointment of Librarian.
- (9) Rent, Taxes and Insurance.
- (10) Other Contingencies: expenditure of printing and stationery, conveyance expenditure, expenditure on purchase of books and furniture equipment.
- (11) Current repairs.
- (12) Miscellaneous Expenses: e.g. School Garden, Physical Education.
- (13) Prizes.
- (14) Expenditure on co-operative stores.
- (15) Registration fee paid to the Board for recognition.
- (16) Maintenance of Tiffin Rooms.
- (17) Bonus to Teachers.
- (18) Electrical charges.
- (19) Telephone Charges.
- (20) Expenditure in connection with Conferences.
- (21) Subscription to educational Association etc.

- (22) Medical charges.
 (23) Audit fees of the auditors in accordance with prescribed scale.
 (24) Sales-tax and General tax on purchase of the school requirements.
 (25) Payments for merit scholarships.

ILLUSTRATION 10

From the following balances and particulars of Republic College, prepare Income & Expenditure Account for the year ended March, 2016 and a Balance Sheet as on the date :

	₹	₹
Seminars & Conference Receipts		4,80,000
Consultancy Receipts		1,28,000
Security Deposit - Students		1,50,000
Capital Fund		16,06,000
Research Fund		8,00,000
Building Fund		25,00,000
Provident Fund		5,10,000
Tuition Fee Received		8,00,000
Government Grants		5,00,000
Donations		50,000
Interest & Dividends on Investments		1,85,000
Hostel Room Rent		1,75,000
Mess Receipts (Net)		2,00,000
College Stores-Sales		7,50,000
Outstanding expenses		2,25,000
Stock of-stores and Supplies (opening)	3,00,000	
Purchases - Stores & Supplies	8,00,000	
Salaries - Teaching	8,50,000	
Research	1,20,000	
Scholarships	80,000	
Students Welfare expenses	38,000	
Repairs & Maintenance	1,12,000	
Games & Sports Expenses	50,000	
Misc. Expenses	65,000	
Research Fund Investments	8,00,000	
Other Investments	18,50,000	
Provident Fund Investment	5,10,000	
Seminar & Conference Expenses	4,50,000	
Consultancy Expenses	28,000	
Land	1,00,000	
Building	16,00,000	
Plant and Machinery	8,50,000	

Furniture and Fittings	6,00,000	
Motor Vehicle	1,80,000	
Provision for Depreciation:		
Building		4,80,000
Plant & Equipment		5,10,000
Furniture & Fittings		3,36,000
Cash at Bank	6,42,000	
Library	3,60,000	
	1,03,85,000	1,03,85,000

Adjustments:

	₹
(1) Materials & Supplies consumed: (From college stores)	
Teaching	50,000
Research	1,50,000
Students Welfare	75,000
Games or Sports	25,000
(2) Tuition fee receivable from Government for backward class Scholars	80,000
(3) Stores selling prices are fixed to give a net profit of 10% on selling price	
(4) Depreciation is provided on straight line basis at the following rates:	
(1) Building	5%
(2) Plant & Equipment	10%
(3) Furniture & Fixtures	10%
(4) Motor Vehicle	20%

 **SOLUTION**

Republic College
Income and Expenditure Account
for the year ending 31st March, 2016

Expenditure	₹	₹	Income	₹	₹
To Salaries:			By Tuitions & other fee		8,80,000
Teaching		8,50,000	By Govt. Grants		5,00,000
Research		1,20,000			
To Material & Supplies Consumed:			By Income from Investments		1,85,000
Teaching		50,000	By Hostel room Rent		1,75,000
Research		1,50,000	By Mess Receipts		2,00,000
To Repairs & Maintenance		1,12,000	By Profit-Stores Sales		75,000
			By Seminar and Conferences		
To Sports & Games Expenses:			Income	4,80,000	

Cash	50,000		By Less : Expenses	(4,50,000)	30,000
Materials	25,000	75,000	By Consultancy charges :		
To Students Welfare			Income	1,28,000	
Expenses:					
Cash	38,000		Less : Expenses	(28,000)	1,00,000
Materials	75,000	1,13,000	By Donations		50,000
To Misc. Expenses		65,000			
To Scholarships		80,000			
To Depreciation:					
Building		80,000			
Plant & Equipment		85,000			
Furniture		60,000			
Motor Vehicle		36,000			
To Excess of Income over Expenditure		3,19,000			
		21,95,000			21,95,000

Republic College
Balance Sheet as on 31st March, 2016

Liabilities	₹	₹	Assets	₹	₹
Capital Fund			Fixed Assets:		
Opening balance	16,06,000		Land		1,00,000
Add: Excess of Income over Expenditure	3,19,000	19,25,000	Building Cost	16,00,000	
Other Funds			Less: Depreciation	(5,60,000)	10,40,000
Research Fund		8,00,000	Equipment Cost	8,50,000	
Building Fund		25,00,000	Less: Depreciation	(5,95,000)	2,55,000
Current Liabilities :			Furniture & Fittings:		
Outstanding Expenses		2,25,000	Cost	6,00,000	
Provident Fund		5,10,000	Less: Depreciation	(3,96,000)	2,04,000
Security Deposit		1,50,000	Motor Vehicles		
			Cost :	1,80,000	
			Less: Depreciation	(36,000)	1,44,000
			Library		3,60,000
			Investments:		
			Capital Fund Investments		18,50,000
			Research Fund Investment		8,00,000
			P.F. Investment		5,10,000
			Stock (stores)		
			Material & Supplies		1,25,000
			Tuition fees receivable		80,000
			Cash in hand & at Bank		
					6,42,000
		61,10,000			61,10,000

Working Notes :

		₹	₹
(1)	Material & Supplies - Closing Stock		
	Opening Stock		3,00,000
	Purchases		8,00,000
			11,00,000
	Less : Cost of Material & Supplies Consumed	6,75,000	
		3,00,000	(9,75,000)
	Balance		1,25,000
(2)	Provisions for Depreciation		
		Building	Plant & Furniture
		Equipment	& Fitting
		₹	₹
	Opening Balance	4,80,000	5,10,000
	Addition	80,000	85,000
	Closing Balance	5,60,000	5,95,000
	<i>Note:</i> Expense related to income earned like consultancy charges, conference expenses are shown as net of income.		

**SUMMARY**

- ◆ A non profit organization is a legal and accounting entity that is operated for the benefit of the society as a whole, rather than for the benefit of a sole proprietor or a group of partners or shareholders. Financial Statements of such organizations consists of:
 1. Receipts and Payments Account
 2. Income and Expenditure Account
 3. Balance Sheet
- ◆ A Receipts and Payments Account is a summary of the cash book.
- ◆ The income and expenditure account is equivalent to the Profit and Loss Account of a business enterprise. It is an account which is widely adopted by non-profit making concerns and is prepared by following accrual principle. Only items of revenue nature pertaining to the period of account are included therein.
- ◆ Non-profit organizations registered under section 8 of the Companies Act, 2013 are required to prepare their Income and Expenditure account and Balance Sheet as per the Schedule III to the Companies Act, 2013.
- ◆ It may be noted that after various accounts have been adjusted as is considered necessary and all the revenue accounts have been closed off by transfer to the Income and Expenditure Account, there will still be a number of balances left over. These are included in the balance sheet. A balance sheet is thus a complement to such an account.
- ◆ Donations, Entrance and Admission Fees, Subscription, Life Membership Fee are some of the sources of incomes for the non-profit organizations. These items have separate treatments with some being capitalized while others being treated on accrual basis, as told before.
- ◆ Educational institutions are quite different from other not-for-profit organisations in terms of sources of finance and items of expenditure.

... TEST YOUR KNOWLEDGE

Multiple Choice Questions

- Scholarship granted to students out of specific funds provided by Government will be debited to
 - Income and Expenditure Account.
 - Receipts and payments Account.
 - Funds.
 - None of the three.
- In case of NPO, excess of total assets over liabilities is known as
 - Profits.
 - Surplus.
 - Capital Fund.
 - Accumulated Fund.
- General donations and legacies are credited to
 - Receipts and Payments Account.
 - Income and Expenditure Account.
 - Capital Fund.
 - Fund Account.
- Interest on prize funds is
 - Credited to Income and Expenditure Account.
 - Credited to Receipts and Payments Account.
 - Capital Fund.
 - Added to prize fund.
- Special aids are
 - Treated as capital receipts.
 - Treated as revenue receipts.
 - Added to Capital Fund.
 - Both (a) and (c).

Theory Questions

- Distinguish Between Receipt and Payment and Income and Expenditure Account.

Practical Questions

- The following is the Receipts and Payments Account of Lion Club for the year ended 31st March, 2016.

Receipts	₹	Payments	₹
Opening balance:		Salaries	1,20,000
Cash	10,000	Creditors	15,20,000
Bank	3,850	Printing and stationary	70,000
Subscription received	2,02,750	Postage	40,000
Entrance donation	1,00,000	Telephones and telex	52,000
Interest received	58,000	Repairs and maintenance	48,000
Sale of assets	8,000	Glass and table linen	12,000
Miscellaneous income	9,000	Crockery and cutlery	14,000
Receipts at		Garden upkeep	8,000
Coffee room	10,70,000	Membership fees	4,000

Soft drinks	5,10,000	Insurance	5,000
Swimming pool	80,000	Electricity	28,000
Tennis court	1,02,000	Closing balance:	
		Cash	8,000
		Bank	2,24,600
	21,53,600		21,53,600

The assets and liabilities as on 1.4.2015 were as follows:

	₹
Fixed assets (net)	5,00,000
Stock	3,80,000
Investment in 12% Government securities	5,00,000
Outstanding subscription	12,000
Prepaid insurance	1,000
Sundry creditors	1,12,000
Subscription received in advance	15,000
Entrance donation received pending membership	1,00,000
Gratuity fund	1,50,000

The following adjustments are to be made while drawing up the accounts:

- (i) Subscription received in advance as on 31st March, 2016 was ₹ 18,000.
- (ii) Outstanding subscription as on 31st March, 2016 was ₹ 7,000.
- (iii) Outstanding expenses are salaries ₹ 8,000 and electricity ₹ 15,000.
- (iv) 50% of the entrance donation was to be capitalized. There was no pending membership as on 31st March, 2016.
- (v) The cost of assets sold net as on 1.4.2015 was ₹ 10,000.
- (vi) Depreciation is to be provided at the rate of 10% on assets.
- (vii) A sum of ₹ 20,000 received in October 2015 as entrance donation from an applicant was to be refunded as he has not fulfilled the requisite membership qualifications. The refund was made on 3.6.2016.
- (viii) Purchases made during the year amounted ₹ 15,00,000.
- (ix) The value of closing stock was ₹ 2,10,000.
- (x) The club as a matter of policy, charges off to income and expenditure account all purchases made on account of crockery, cutlery, glass and linen in the year of purchase.

You are required to prepare an Income and Expenditure Account for the year ended 31st March, 2016 and the Balance Sheet as on 31st March, 2016 along with necessary workings.

2. During the year ended 31st March, 2016, Sachin Cricket Club received subscriptions as follows:

	₹
For year ending 31st March, 2015	12,000
For year ending 31st March, 2016	6,15,000
For year ending 31st March, 2017	<u>18,000</u>
Total	<u>6,45,000</u>

There are 500 members and annual subscription is ₹ 1,500 per member.

On 31st March, 2016, a sum of ₹ 15,000 was still in arrears for subscriptions for the year ended 31st March, 2015.

Ascertain the amount of subscriptions that will appear on the credit side of Income and Expenditure Account for the year ended 31st March, 2016. Also show how the items would appear in the Balance Sheet as on 31st March, 2015 and the Balance Sheet as on 31st March, 2017.

3. Summary of receipts and payments of Bombay Medical Aid society for the year ended 31.12.2016 are as follows:

Opening cash balance in hand ₹ 8,000, subscription ₹ 50,000, donation ₹ 15,000 (raised for meeting revenue expenditure), interest on investments @ 9% p.a. ₹ 9000, payments for medicine supply ₹ 30,000 Honorarium to doctor ₹ 10,000, salaries ₹ 28,000, sundry expenses ₹ 1,000, equipment purchase ₹ 15,000, charity show expenses ₹ 1,500, charity show collections ₹ 12,500.

Additional information:

	1.1.2016	31.12.2016
Subscription due	1,500	2,200
Subscription received in advance	1,200	700
Stock of medicine	10,000	15,000
Amount due for medicine supply	9,000	13,000
Value of equipment	21,000	30,000
Value of building	50,000	48,000

You are required to prepare receipts and payments account and income and expenditure account for the year ended 31.12.2016 and balance sheet as on 31.12.2016.

ANSWER / HINTS

1.	(c)	2.	(c)	3.	(b)	4.	(d)	5.	(d)
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Theoretical Questions

- 1 Non-profit making organizations such as public hospitals, public educational institutions, clubs etc., conventionally prepare Receipt and Payment Account and Income and Expenditure Account to show periodic performance for a particular accounting period. For distinguishing features of both the accounts, Refer para 3.1.

Practical Questions**Answer 1**

**Income and Expenditure Account of Lion Club
for the year ended 31st March, 2016**

Expenditure	₹	Income	₹
To Salaries	1,28,000	By Subscription	1,94,750
To Printing and stationary	70,000	By Entrance donation	90,000
To Postage	40,000	By Interest	60,000
To Telephone and telex	52,000	By Miscellaneous income	9,000
To Repairs and maintenance	48,000	By Profit from operations	92,000
To Glass and table linen	12,000	By Excess of expenditure over income	
To Crockery and cutlery	14,000	(deficit) transferred to capital fund	30,250
To Garden upkeep	8,000		
To Membership fees	4,000		
To Insurance	6,000		
To Electricity charges	43,000		
To Loss on sale of assets	2,000		
To Depreciation	49,000		
	4,76,000		4,76,000

Balance Sheet of Lion Club as on 31st March, 2016

Liabilities	₹	Assets	₹
Capital fund	10,89,600	Fixed assets	4,41,000
Gratuity fund	1,50,000	Stock	2,10,000
Sundry creditors	92,000	Investments	5,00,000
Subscription received in advance	18,000	Subscription outstanding	7,000
Entrance donation refundable	20,000	Interest accrued	2,000
Outstanding expenses	23,000	Bank	2,24,600
		Cash	8,000
	13,92,600		13,92,600

Working Notes:

1.

Opening Balance Sheet

Balance Sheet of Lion Club as on 1st April, 2015

Liabilities	₹	Assets	₹
Sundry creditors	1,12,000	Fixed assets	5,00,000
Subscription received in advance	15,000	Stock	3,80,000
Entrance donation received in advance	1,00,000	Investments	5,00,000
Gratuity fund	1,50,000	Subscription outstanding	12,000
Capital fund (balance figure)	10,29,850	Prepaid expenses	1,000
		Cash	10,000
		Bank	3,850
	14,06,850		14,06,850

2. Subscription

	₹
Subscription received during the year	2,02,750
<i>Add:</i> Outstanding subscription on 31.3.2016	7,000
	2,09,750
<i>Add:</i> Received in advance as on 1.4.2015	15,000
	2,24,750
<i>Less:</i> Outstanding subscription as on 1.4.2015	(12,000)
	2,12,750
<i>Less:</i> Received in advance as on 31.3.2016	(18,000)
	1,94,750

3. Entrance donation

	₹
Entrance donation received during the year	1,00,000
<i>Add:</i> Received in advance as on 1.4.2015	1,00,000
	2,00,000
<i>Less:</i> Entrance donation in respect of ineligible member	(20,000)
	1,80,000
<i>Less:</i> 50% capitalized	(90,000)
Taken to income and expenditure account	90,000

4. Loss on sale of asset

	₹
Cost of asset sold	10,000
<i>Less:</i> Sale proceeds	(8,000)
Loss on sale of asset	2,000

5. Depreciation

	₹
Fixed asset as per trial balance	5,00,000
<i>Less:</i> Cost of asset sold	(10,000)
	4,90,000
Depreciation on ₹ 4,90,000 @ 10%	49,000

6. Salaries

	₹
Salary paid during the year	1,20,000
<i>Add:</i> Outstanding as on 31.3.2016	8,000
	1,28,000

7. Electricity charges

	₹
Electricity charges paid during the year	28,000
<i>Add:</i> Outstanding as on 31.3.2016	15,000
	43,000

8. Interest

	₹
Interest on 12% Government securities investment (₹ 5,00,000 @ 12% p.a.)	60,000
Less: Interest received during the year	(58,000)
Interest accrued	2,000
Interest credited to Income and Expenditure Account	60,000

9. Profit from operations

	₹
Cost of goods sold:	
Opening stock	3,80,000
Add: Purchases	15,00,000
	18,80,000
Less: Closing stock	(2,10,000)
Cost of goods sold (A)	16,70,000
Receipts from operations:	
Receipts from coffee room	10,70,000
Receipts from soft drinks	5,10,000
Receipts from swimming pool	80,000
Receipts from tennis court	1,02,000
Total receipts (B)	17,62,000
Profits from operations (B-A)	92,000

10. Insurance

	₹
Insurance paid during the year	5,000
Add: Prepaid insurance as on 1.4.2015	1,000
	6,000

11. Sundry creditors

	₹
Opening balance as on 1.4.2015	1,12,000
Add: Purchases made during the year	15,00,000
	16,12,000
Less: Payments made during the year	(15,20,000)
Closing balance as on 31.3.2016	92,000

12. Outstanding expenses

	₹
Outstanding salaries	8,000
Outstanding electricity charges	15,000
Outstanding expenses	23,000

13. Fixed assets

	₹
Fixed assets as on 1.4.2015	5,00,000
Less: Cost of assets sold	(10,000)
	4,90,000
Less: Depreciation	(49,000)
Fixed assets as on 31.3.2016	4,41,000

14. Capital fund

	₹
Capital fund as on 1.4.2015	10,29,850
Add: Entrance donation capitalised	90,000
	11,19,850
Less: Excess of expenditure over income	(30,250)
Balance as on 31.3.2016	10,89,600

Answer 2

**Income & Expenditure Account (An extract) of Sachin Cricket Club
For the year ended 31st March, 2016**

	₹		₹
		By Subscription (500 members × ₹ 1,500 per member)	7,50,000

Balance Sheet of Sachin Cricket Club as on 31st March, 2015 (An extract)

Liabilities	₹	Assets	₹
		Subscription Receivable (₹15,000 + ₹12,000)	27,000

Balance Sheet of Sachin Cricket Club as on 31st March, 2016 (An extract)

Liabilities	₹	Assets	₹	₹
Unearned Subscription	18,000	Outstanding Subscription of 2014-15	15,000	
		of 2015-16		
		₹ (7,50,000 – 6,15,000)	1,35,000	1,50,000

Answer 3

**Receipts and Payments Account of Bombay Medical Aid Society
for the year ended 31st December, 2016**

Receipts	₹	Payments	₹
To Cash in hand (opening)	8,000	By Medicine supply	30,000
To Subscription	50,000	By Honorarium to doctors	10,000
To Donation	15,000	By Salaries	28,000
To Interest on investment	9,000	By Sundry expenses	1,000
To Charity show collections	12,500	By Purchase of equipment	15,000

		By Charity show expenses	1,500
		By Cash in hand (closing)	9,000
	94,500		94,500

**Income and Expenditure Account of Bombay Medical Aid Society
for the year ended 31st December, 2016**

Expenditure	₹	Income	₹
To Medicine consumed	29,000	By Subscription	51,200
To Honorarium to doctors	10,000	By Donation	15,000
To Salaries	28,000	By Interest on investments	9,000
To Sundry expenses	1,000	By Profit on charity show:	
To Depreciation on		Show collections	12,500
Equipment	6,000	Less: Show expenses	(1,500)
Building	2,000		11,000
To Surplus-excess of income over expenditure	10,200		
	86,200		86,200

**Balance Sheet of Bombay Medical Aid Society
as on 31st December, 2016**

Liabilities	₹	Assets	₹	₹
Capital fund:		Building	50,000	
Opening balance	1,80,300	Less: Depreciation	(2,000)	48,000
Add: Surplus	10,200	Equipment	21,000	
Subscription received in advance	700	Add: Purchase	15,000	
Amount due for medicine supply	13,000		36,000	
		Less: Depreciation	(6,000)	30,000
		Stock of medicine		15,000
		Investments		1,00,000
		Subscription receivable		2,200
		Cash in hand		9,000
	2,04,200			2,04,200

Working Notes:

Subscription for the year ended 31st December, 2016:	₹
Subscription received during the year	50,000
Less: Subscription receivable on 1.1.2016	1,500
Less: Subscription received in advance on 31.12.2016	700
	47,800
Add: Subscription receivable on 31.12.2016	2,200
Add: Subscription received in advance on 1.1.2016	1,200
	51,200

Purchase of medicine:	
Payment for medicine supply	30,000
Less: Amounts due for medicine supply on 1.1.2016	(9,000)
	21,000
Add: Amounts due for medicine supply on 31.12.2016	13,000
	34,000
Medicine consumed:	
Stock of medicine on 1.1.2016	10,000
Add: Purchase of medicine during the year	34,000
	44,000
Less: Stock of medicine on 31.12.2016	(15,000)
	29,000
Depreciation on equipment:	
Value of equipment on 1.1.2016	21,000
Add: Purchase of equipment during the year	15,000
	36,000
Less: Value of equipment on 31.12.2016	(30,000)
Depreciation on equipment for the year	6,000

Balance Sheet of Medical Aid Society
as on 1st January, 2016

Liabilities	₹	Assets	₹
Capital fund (balancing figure)	1,80,300	Building	50,000
Subscription received in advance	1,200	Equipment	21,000
Amount due for medicine supply	9,000	Stock of medicine	10,000
		Investments (₹ 9,000 x 100/9)	1,00,000
		Subscription receivable	1,500
		Cash in hand	8,000
	1,90,500		1,90,500