

# **B. K. BANKA & ASSOCIATES**

**CHARTERED ACCOUNTANTS**

**Head Office :**

1st Floor, Room No. 2  
Heritage Parmeshwar  
52, Circular Road, Opp. B.I.T. Extension  
Lalpur, Ranchi - 834 001  
Tele. : 0651-2970197, 09931382126 (Office)  
Mob. : 94311-05822  
E-mail : bkbankaassociates1991@gmail.com  
cabinodbanka83@gmail.com  
binod\_bank@yahoo.in

Ref.

Date :

## **FORM NO. 10B**

[See Rule 17B]

### **AUDIT REPORT**

**Under section 12A(1)(b) of the Income-tax Act, 1961, in the case of charitable or Religious trusts or institutions**

We have examined the Balance Sheet of " XAVIERS INSTITUTE OF SOCIAL ACTION, (PAN- AAATX0068R) as at 31<sup>st</sup> March, 2021, the Income and Expenditure and Receipt & Payment Account for the year ended on that date which are in agreement with the books of accounts maintained by the said trust or institution.

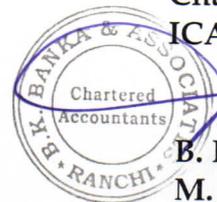
We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit. In our opinion proper books of accounts have been kept by the above named trust/ institutions visited by us so far as appear from our examination of the books, and proper Returns adequate for the purpose of audit have been received from branches not visited by us, subject to the comments given below :

In our opinion and to the best of our information, and according to information given to us, the said accounts, read with notes on Accounts annexed thereto give a true and fair view:

- (i) In the case of the Balance Sheet, of the state of affairs of the above named trust/institution as at 31<sup>st</sup> March, 2021, and
- (ii) In the case of the Income & Expenditure Account, of the Surplus/Deficit of its accounting year ending on 31<sup>st</sup> March, 2021.

The Prescribed particulars are annexed hereto.

For B.K. Banka & Associate  
Chartered Accountants  
ICAI Firm Reg. No - 005814C)



Place : Ranchi  
Date : 6<sup>th</sup> Sep, 2021

**B. K. Banka**  
M. No. 071187  
Partner  
UDIN - 21071187AAAAIQ7937

Branch : DHANBAD

ANNEXURE  
STATEMENT OF PARTICULARS  
I. APPLICATION OF INCOME FOR CHARITABLE OR RELIGIOUS PURPOSES

1. Amount of income of the previous year applied to charitable or religious purposes in India during that year.	Rs. 20,60,171.00
2. Whether the trust / institution has exercised the option under clause (2) of the Explanation to section 11(1)? If so, the details of the amount of income deemed to have been applied to charitable or religious purposes in India during the previous year.	Not Applicable
3. Amount of income accumulated or set apart/ finally set apart for application to charitable or religious purposes, to the extent it does not exceed 15 percent of the income derived from property held under trust wholly/ part only for such purpose.	Not Applicable
4. Amount of income eligible for exemption under section 11(1)(c) (Give details)	Not Applicable
5. Amount of income, in addition to the amount referred to in item 3 above accumulated or set apart for specified purposes under section 11(2)	Not Applicable
6. Whether the amount of income mentioned in item 5 above has been invested or deposited in the manner laid down in section 11(2)(b)? If so, the details thereof	Not Applicable
7. Whether any part of the income in respect of which an option was exercised under clause (2) of the Explanation to section 11(1) in any earlier year is deemed to be income of the previous year under section 11(1B)? If so, the details thereof	Not Applicable
8. Whether, during the previous year any part of income accumulated or set apart for specified purposes under section 11(2) in any earlier year: -	Not Applicable
[a] Has been applied for purposes other than charitable or religious purposes or has ceased to be accumulated or set apart for application thereto, or	Not Applicable
[b] Has ceased to remain invested in any security referred to in section 11(2)(b)(i) or deposited in any account referred to in section 11(2)(b)(ii) or section 11(2)(b)(iii), or	Not Applicable
[c] Has not been utilised for purposes for which it has accumulated or set apart during the period for which it was to be accumulated or set apart, or in the year immediately following the expiry thereof? If so, the details thereof	Not Applicable

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

1. Whether any part of the income or property of the trust / institution was lent, or continues to be lent, in the previous year to any person referred to in section 13(3) (hereinafter referred to in this Annexure as such person) ? If so give details of the amount, rate of interest charged and the nature of security, if any	Not Applicable
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2. Whether any land, building or other property of the trust / institution was made, or continued to be made, available for the use of any such person during the previous year? If so, give details of the property and the amount of the rent or compensation charged, if any	Not Applicable
3. Whether any payment was made to any such person during the previous year by way of salary, allowance or otherwise? If so, give details	Not Applicable
4. Whether the services of the trust / institution were made available to any such person during the previous year? If so give details thereof together with remuneration or compensation received, if any	Not Applicable
5. Whether any share, security, or other property was purchased by or on behalf of the trust / institution during the previous year from any such person? If so give details thereof together with the consideration paid	Not Applicable
6. Whether any share, security or other property was sold by or on behalf of the trust / institution during the previous year to any such person? If so give details thereof together with the consideration received.	Not Applicable
7. Whether any income or property of the trust / institution was diverted during the previous year in favour of any such person? If so, give details thereof together with the amount of income or value of property so diverted	Not Applicable
8. Whether the income or property of the trust / institution was used or applied during the previous year for the benefit of any such person in any other manner? If so give details	Not Applicable

**III. INVESTMENT HELD AT ANY TIME DURING THE PREVIOUS YEAR (S) IN CONCERNS IN WHICH PERSONS REFERRED TO IN SECTION 13(3) HAVE A SUBSTANTIAL INTEREST**

Sl. No	Name & Address of the Concern	Where the concern is a company, number and class of shares held	Nominal value of the investment	Income from the investment	Whether the amount in col. 4 exceeded 5 percent of the capital of the concern during the previous year - say, Yes/Not Applicable
	Not Applicable				

Place: Ranchi  
Date: 6<sup>th</sup> Sep, 2021



**Accountant**

# XAVIER INSTITUTE OF SOCIAL ACTION

## Balance Sheet As At 31st March, 2021

<u>Particulars</u>	<u>Amount(Rs)</u>	<u>Amount(Rs)</u>
<b><u>Funds &amp; Liabilities:</u></b>		
<b><u>Capital Fund</u></b>		
As Per Last Balance Sheet	14248586.19	
Less: Excess of Expenditure Over Income for the Year	<u>1574713.40</u>	12673872.79
<b><u>Advance &amp; Deposits</u></b>		
Madhya Pradesh Jesuits		888096.00
	<b>Total Rs.</b>	<b><u>13561968.79</u></b>
<b><u>Properties &amp; Assets:</u></b>		
<b><u>Fixed Assets</u></b>		
<b><u>(As Per Schedule 'A')</u></b>		
Balance : B/F	14005373.00	
Since Added	<u>28000.00</u>	
	14033373.00	
Less: Depreciation	<u>911784.00</u>	13121589.00
<b><u>Current Assets</u></b>		
<b><u>Cash &amp; Bank Balance</u></b>		
<b><u>(As Per Schedule 'B')</u></b>		
		382713.79
<b><u>Advance &amp; Deposits</u></b>		
TDS Receivable		57666
	<b>Total Rs.</b>	<b><u>13561968.79</u></b>

AS PER OUR REPORT AND NOTES ON ACCOUNTS OF EVEN DATE ANNEXED HEREWITH.

For B.K. Banka & associates

Chartered Accountants

(ICAI Firm Reg.No.005814C)



B.K. Banka

(M.No. 071187)

Partner



Authorised Signatory

Place: Ranchi

Date : 6th Sep, 2021

## XAVIER INSTITUTE OF SOCIAL ACTION

### Schedules 'A' of Fixed Assets Forming Part Of Balance Sheet As At 31st March, 2021

Particulars	Balance As on 01.04.2020	Additions During the year	Deductions During the year	Total As on 31.03.2021	Depreciation s	Balance As on 31.03.2021
Building	11916673.00	0.00	0.00	11916673.00	595834.00	11320839.00
Furniture & Fixtures	806721.00	0.00	0.00	806721.00	80672.00	726049.00
Equipments	830318.00	28000.00	0.00	858318.00	128748.00	729570.00
Vehicle	322118.00	0.00	0.00	322118.00	64424.00	257694.00
Library	48552.00	0.00	0.00	48552.00	9710.00	38842.00
Computer	80991.00	0.00	0.00	80991.00	32396.00	48595.00
<b>Total Rs.</b>	<b>14005373.00</b>	<b>28000.00</b>	<b>0.00</b>	<b>14033373.00</b>	<b>911784.00</b>	<b>13121589.00</b>

### Schedules 'B' Cash & Bank Balance

Particulars	Amount(Rs)	Amount(Rs)
Cash In Hand	2854.00	
Cash With Axis Bank 202695	9903.63	
Cash With Axis Bank 245975	355554.64	
Cash With Axis Bank 977009	10136.75	
Cash With Axis Bank 263653	4264.77	382713.79
		<u>382713.79</u>

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**XAVIER INSTITUTE OF SOCIAL ACTION**  
**Income & Expenditure Account For The Year Ended 31st March, 2021**

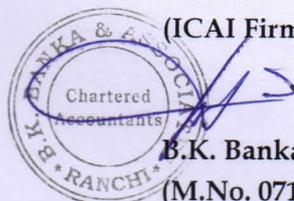
Particulars	Amount(Rs)	Amount(Rs)
<b><u>Income</u></b>		
<b><u>To Interest Income</u></b>		
Interest from Bank		12910.00
<b><u>To Voluntary Contribution</u></b>		
Foreign Donation		955002.00
<b><u>To Other Items</u></b>		
Training Programmes		1092259.00
To Balance being Excess of Expenditure Over Income Transferred to Capital Fund		1574713.40
	<b>Total Rs.</b>	<b><u>3634884.40</u></b>
<b><u>Expenditure</u></b>		
<b><u>To Adminstrative Expenses</u></b>		
Advertisement/ Publicity/ Brochure	4100.00	
Audit Fee & Legal Expenses	30777.00	
Bank Charges	448.40	
Computer Maintenance Exp.	15798.00	
Entertainment / Recreation	1246.00	
Gardening & Farming	6325.00	
Legal Expenses	1200.00	
Medical Expenses	2428.00	
Miscellaneous Expenses	28375.00	
News Papers & Journals	979.00	
Office Maintenance	12392.00	
Phone, Fax, Postages	4560.00	
Sundry Advances written Off	6000.00	
		<b>114628.40</b>
<b><u>To Charitable/Social Expenses</u></b>		
Donation and Contribution	1700.00	
Electricity	221420.00	
Fuel & Maintenance	293708.00	
Honorarium Staff	626935.00	
Repair & Maintenance	113359.00	
Stationary Expenses	11174.00	
Training, Seminar, Workshop & Meeting	353138.00	
Travel Expenses	27673.00	
		<b>1649107.00</b>
Rural Development Project Exp. (As per Sch-1(A))		959365.00
<b><u>To Depreciation</u></b>		
(As Per Schedule 'A')		911784.00
	<b>Total Rs.</b>	<b><u>3634884.40</u></b>

AS PER OUR REPORT AND NOTES ON ACCOUNTS OF EVEN DATE ANNEXED HEREWITH.

For B.K. Banka & associates

Chartered Accountants

(ICAI Firm Reg.No.005814C)



B.K. Banka

(M.No. 071187)

Partner



Authorised Signatory

Place: Ranchi

Date : 6th Sep, 2021

# XAVIER INSTITUTE OF SOCIAL ACTION

Schedules Forming Part of Income & Expenditure Account For The Year Ended 31st March, 2021

## Schedule:1:(A) Rural Development

<u>Particulars</u>	<u>Amount(Rs)</u>	<u>Amount(Rs)</u>
<b>(1) Gramin Nirman Project - 4th year</b>		
<b><u>1. Project Activity Cost:-</u></b>		
<b>Outcome - 1 (4)</b>		
B.1 Strengthening Community Institution at Vill. L	3420.00	
B.2 Orientation and Capacity Building to PRIs	8740.00	
B.3 Block and Panchayat Level Workshop	2850.00	
B.4 Conducting Cluster Level Legal Camp	7125.00	
B.5 Situation Analysis and Strategic Livelihood Pla	2185.00	
B.6 Interface Meeting	6508.00	
B.7 Monthly Reporting and Planning Meeting	3420.00	
B.8 Strengthening SHG in Their Financial and Inter	4370.00	
B.9 Orientation and Facilitation to SHG on Bank Lin	5368.00	
<b>Outcome - 2 (4)</b>		
B.10 Input Supply for Promotion of Model Nutri.	19000.00	
B.11 Orientation on Importance	5415.00	
B.12 Workshop and Training on Technicle Input to Fa	6460.00	
<b>Outcome - 3 (4)</b>		
B.13 Monthly Review Meeting	3420.00	78281.00
<b><u>2. Administrative Costs:-</u></b>		
E.1 Director Fuel / Travel for Moving to Project Ar	4704.00	
E.2 Postage and Telephone	2495.00	
E.3 Stationery and Printing Cost	3040.00	10239.00
<b><u>3. Salary , Travel &amp; Convey :-</u></b>		
<b><u>3.1. Salary</u></b>		
C.1 Salary for the Program Manager	72900.00	
C.2 Salary to the Animators	120000.00	
C.3 Part Time Accountant	27000.00	219900.00
<b><u>3.2 Travel and Conveyance</u></b>		
D.1 Program Coordinator	6000.00	
D.2 Animators	12800.00	18800.00
<b>Total (Rs.)</b>		<b>327220.00</b>



Particulars	Amount(Rs)	Amount(Rs)
<b>(2) Gramin Nirman Project - Final Year</b>		
<b>1. Project Activity Cost:-</b>		
<b>A. Non Personnel Input Costs:-</b>		
<b>Outcome - 1</b>		
A.5 Monthly Reporting and Planning	3078.00	
<b>Outcome - 2</b>		
A.12 Orientation of Value Addition	6770.00	
A.6 Orientation on Importance & Role of	15770.00	
A.8 Input Provision for Collective Farming	40550.00	
<b>Outcome - 3</b>		
A.15 Input Provision of IGP Support	9500.00	
A.16 COVID - 19	89018.00	164686.00
<b>2. Salary , Travel &amp; Convey :-</b>		
2.1.A Salary of programme Co-ordinator	121500	
2.1.B Salary to the Animator	264000	
2.1.C Part Time Accountant	40000	425500
<b>2.1. Travel &amp; Convey</b>		
2.2.A TA Programme Co-ordinator	4200	
2.2.B TA Animators	13200	17400
<b>2. Administrative Costs:-</b>		
3.1 Director Travel / Fuel for Moving	2518.00	
3.2 Field Office Administration	6000.00	
3.3 Postage and Telephone	6322.00	
3.4 Accompaniment	9719.00	24559.00
<b>Total (Rs.)</b>	<b>632145.00</b>	

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# XAVIER INSTITUTE OF SOCIAL ACTION

Receipt & Payment For The Year Ended 31st March, 2021

<u>Particulars</u>	<u>Amount(Rs)</u>	<u>Amount(Rs)</u>
<b><u>To Opening Balances</u></b>		
Cash In Hand	128.00	
Cash With Axis Bank 202695	69626.43	
Cash With Axis Bank 245975	185906.44	
Cash With Axis Bank 977009	10136.75	
Cash With Axis Bank 263653	39059.57	304857.19
		<hr/>
<b><u>To Interest Income</u></b>		
Interest from Bank		12910.00
<b><u>To Voluntary Contribution</u></b>		
Foreign Donation		955002.00
<b><u>To Other Items</u></b>		
Training Programmes		1092259.00
To Income Tax Refund		101850.00
<b><u>To Advance &amp; Deposit</u></b>		
Madhya Pradesh		662726.00
		<hr/>
	<b>Total Rs.</b>	<b>3129604.19</b>
		<hr/> <hr/>
<b><u>Expenditure</u></b>		
<b><u>By Adminstrative Expenses</u></b>		
Advertisement/ Publicity/ Brochure	4100.00	
Audit Fee & Legal Expenses	30777.00	
Bank Charges	448.40	
Computer Maintenance Exp.	15798.00	
Entertainment / Recreation	1246.00	
Gardening & Farming	6325.00	
Legal Expenses	1200.00	
Medical Expenses	2428.00	
Miscellaneous Expenses	28375.00	
News Papers & Journals	979.00	
Office Maintenance	12392.00	
Phone, Fax, Postages	4560.00	108628.40
		<hr/>



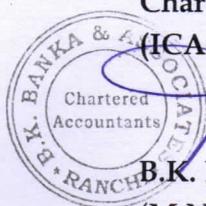
Particulars	Amount(Rs)	Amount(Rs)
<b><u>By Charitable/Social Expenses</u></b>		
Donation and Contribution	1700.00	
Electricity	221420.00	
Fuel & Maintenance	293708.00	
Honorarium Staff	626935.00	
Repair & Maintenance	113359.00	
Stationary Expenses	11174.00	
Training, Seminar, Workshop & Meeting	353138.00	
Travel Expenses	27673.00	1649107.00
Rural Development Project Exp. (As per Sch-1(A))		959365.00
<b><u>By Capital expenditure</u></b>		
Equipment		28000.00
<b><u>By Loan &amp; Advance</u></b>		
TDS Receivables		1790.00
<b><u>By Closing balances</u></b>		
Cash In Hand	2854.00	
Cash With Axis Bank 202695	9903.63	
Cash With Axis Bank 245975	355554.64	
Cash With Axis Bank 977009	10136.75	
Cash With Axis Bank 263653	4264.77	382713.79
	<b>Total Rs.</b>	<b>3129604.19</b>

AS PER OUR REPORT AND NOTES ON ACCOUNTS OF EVEN DATE ANNEXED HEREWITH.

For B.K. Banka & associates

Chartered Accountants

(ICAI Firm Reg.No.005814C)



B.K. Banka

(M.No. 071187)

Partner

Place: Ranchi

Date : 6th Sep, 2021



Authorised Signatory

# XAVIER INSTITUTE OF SOCIAL ACTION

## Significant Accounting Policies & Notes On Accounts to Financial Statements

1. Preamble: The society is a duly registered charitable society having regn no 1010 . The main purpose of society is education and social activities.

### 2. BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The Society has followed cash system of accounting and has recognized significant items of Income & Expenditure on receipt basis. Therefore all receipts are taken on actual receipt basis and expenses are taken during the year on payment basis. Grants are also recognized on receipt basis. They are applying same policy consistently since past many years.

### 3. Method of Consolidation:

The Society & FC account are maintaining separate books of accounts. Their separately audited financial statements have been consolidated under line-by-line addition method. The Society follows Standard Accounting Principles generally accepted in India.

### 4. Income and Expenses Recognition:

Income and expenses are recognized on Cash basis. All Income and grant are recognized on receipt basis and all expenses also recognized on actual spending basis.

5. Investment -Nil

### 6. Assets & Depreciation:

- (a) Fixed assets are stated at written down value.
- (b) Depreciation on fixed assets has been provided under W.D.V. method at the rates prescribed by the management.

7. Income Tax: The Society is registered with the Income Tax Authorities under section 12A of the Income Tax Act, 1961 - hence the income of the society is exempt under respective sections, subject to compliance of relevant provisions as prescribed by the Income Tax Act, 1961.

8. Previous Year figures have been regrouped & re-classified, so as to confirm to current years classification.

9. Wherever, third party voucher has not been found internal vouchers have been relied Upon.

10. The notes on accounts form an integral part of the financial statements.

