



V. SANKAR AIYAR & CO.
CHARTERED ACCOUNTANTS

Satyam Cinema Complex, Ranjit Nagar Community Centre, New Delhi-110008

Flat Nos. { 202 - Tel (91-11) - 25702691, 25704639, 43702919
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CERTIFICATE

Re: FINANCIAL MANAGEMENT SERVICE FOUNDATION – FC- 4: FY: 2020-21

We have audited the accounts of *Financial Management Service Foundation*, Shop No 232, Vardhaman Sunrize Plaza, Vasundhara Enclave, Delhi - 110096 (FCRA Reg. No.: **231650985**) for the financial year ending 31st March 2021 and examined all relevant books and vouchers and certify that according to the audited accounts:

- (i) the brought forward foreign contribution at the beginning of the financial year was Rs. **1,318,502**;
- (ii) foreign contribution of / worth Rs. **43,855,483** was received by the Association during the financial year 2020-2021;
- (iii) interest accrued on foreign contribution and other income derived from foreign contribution or interest thereon of/worth Rs. **1,161,976** was received by the Association during the financial year 2020-2021;
- (iv) the balance of unutilized foreign contribution with the Association at the end of the financial year 2020-2021 was Rs. **792,568**;
- (v) Certified that the Association has maintained the accounts of foreign contribution and records relating thereto in the manner specified in section 19 of the Foreign Contribution (Regulation) Act, 2010 (42 of 2010) read with rule 17 of the Foreign Contribution (Regulation) Rules, 2011.
- (vi) The information in this certificate and in the enclosed Balance Sheet and statement of Receipt and Payment is correct as checked by us.
- (vii) The association has utilized the foreign contribution received for the purpose(s) it is registered/ granted prior permission under Foreign Contribution (Regulation) Act, 2010.

For V. SANKAR AIYAR & CO.

CHARTERED ACCOUNTANTS

ICAI FRN: 109208W

M.S. BALACHANDRAN

PARTNER (M. No. 024282)

Place: New Delhi

Date: 15.12.2021

UDIN:- **21024282AAAAWN8004**




**FINANCIAL MANAGEMENT SERVICE FOUNDATION
(A REGD. PUBLIC CHARITABLE TRUST)**

FCRA ACCOUNT

BALANCE SHEET AS AT 31ST MARCH 2021

	Schedule	As at 31.03.2021 Amount (Rs.)	As at 31.03.2020 Amount (Rs.)
SOURCES OF FUNDS			
Unutilised Grants		188,763	549,316
General Fund		603,805	769,186
Assets Fund Account		25,017,966	28,017,926
TOTAL		25,810,534	29,336,428
APPLICATION OF FUNDS			
Fixed Assets			
Gross Block		49,649,315	48,875,095
Less : Depreciation		24,631,349	20,857,169
Net Block		25,017,966	28,017,926
Investments		-	-
Current Assets, Loans & Advances			
Cash and Bank Balances		700,143	1,318,502
Loans & Advances		92,425	-
Other Current Assets		-	-
Less: Current Liabilities & Provisions		-	-
Net Current Assets		792,568	1,318,502
TOTAL		25,810,534	29,336,428

Significant Accounting Policies and Notes forming an integral part of accounts

As per our report of even date
For **V. SANKAR AIYAR & CO.**
Chartered Accountants
FRN: 109208W

(M.S. BALACHANDRAN)
Partner
M. No. 024282



For **FINANCIAL MANAGEMENT SERVICE FOUNDATION**


(EXECUTIVE DIRECTOR)


(TRUSTEES)

Place : New Delhi
Date : **16.12.2021**

**FINANCIAL MANAGEMENT SERVICE FOUNDATION
(A REGD. PUBLIC CHARITABLE TRUST)**

**FOREIGN CONTRIBUTION ACCOUNT
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021**

	Schedule	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
<u>RECEIPTS</u>			
<u>Cash and Bank Balances as on 1st April 2020</u>			
Cash in Hand		51,104	16,807
Balance in Saving Accounts with Scheduled Banks			
- Bank of Baroda SB A/c -22750100001629(FC A/c)		1,193,813	20,656,197
- HDFC SB A/c 06511450000170		73,585	86,354
Fixed Deposit with Bank of Baroda		-	5,065,781
Sub Total		1,318,502	25,825,139
<u>Grants Received</u>			
BFTW		43,855,483	40,533,898
Charities Aid Foundation		-	2,885,472
Other Misc.			
Recoveries for use of Facilities		466,522	905,416
Sale of Assets		504,460	39,000
Interest on Income tax Refund		3,042	16,304
Interest on Fixed Deposit with Bank (net off Accrued Interest)		-	284,524
Interest on Saving Bank Accounts		187,952	620,853
Sub Total		45,017,459	45,285,467
GRAND TOTAL		46,335,961	71,110,606

contd.



PAYMENTS**Bread for the World (BFTW)***Monitoring Staff Costs and Training*

Staff Costs	10,659,499	6,490,690
Travel Costs for Partner Visits		
Travel and Conveyance	143,649	1,584,809
Boarding and Lodging	31,226	2,050,261
Other Expenses	2,838	26,939
<i>Capacity Building - Workshops, Consultancies</i>		
Annual Planning and Core Group Meeting Expenses	341,251	846,529
Workshops and Seminars (TOT & Auditors)	105,558	3,437,539
Staff Costs Capacity Building	4,928,782	3,631,160
<i>Publications, Research, FMSF Websites</i>		
Cost of Newsletter	124,471	255,189
Website Expenses	187,058	35,150
Staff Costs	4,994,098	2,421,754
Software Expenses	1,234,868	601,669
Cost of Publications		
- Author Fees	368,750	686,000
- Printing Charges	-	397,292
- Postage & Courier Charges	-	76,510
Program Expenses (OFR)		
<i>Software Development & Maintainance</i>		
Software Development Cost	470,800	963,700
Software Maintainance	369,065	103,479
<i>Selection of NGOs Initial Launching Program</i>		
Due diligence	1,434,500	-
<i>Capacity Building</i>		
Visits by Trainer	118,000	786,638
Workshop Expenses	-	6,325
Consultant Fees	490,000	-
<i>Public Relation</i>		
Initial lunch events	-	191,997
Advertisement for Initial lunch event	-	239,042
Advertisement for Donations	1,864,169	513,907
Staff Cost - OFR Program Staff	2,656,129	1,671,085
<i>Revenue Expenditure -Training Centre Modernisation</i>		
Civil, structural & sanitary works	1,462,663	6,903,888
Electrical repair & maintenance	-	543,470
Professional Fees	342,900	1,039,470
Co-ordination and Administration Costs		
Staff Costs and Training		
Staff Costs	5,237,603	6,026,979



<i>Office Costs</i>		
Electricity and Water Charges	803,514	1,065,455
Printing and Stationary	117,493	191,795
Courier and Postage Charges	333,797	194,990
Generator Running and Maintenance	133,198	278,245
Computers Maintenance	-	92,770
Telephone Expenses	197,143	236,374
Internet Expenses	312,838	324,270
Insurance	48,825	17,139
Office Maintenance	621,510	428,383
Office Equipments Maintenance	374,390	158,609
Office Rent	-	63,000
Professional Charges	17,700	15,930
Recruitment Expenses	24,150	24,327
Staff Wellfare	419,114	436,623
Vehicle Running and Maintenance	271,814	366,228
Audit Fees	368,514	189,668
Interest on TDS	15,199	369
Bank Charges	30,890	33,890
<i>Travel Costs</i>		
Director and Core Staff	63,979	191,863
Trustees Meetings	-	2,900
<i>Organisation Development Process / Evaluation</i>		
Organisation Evaluation Expenses	-	170,329
Capital Costs		
Computer & Printer	717,264	-
Vehicle	1,260,194	-
Capital Costs - OFR Program		
Computer & Printer	-	175,100
Capital Expenditure -Training Centre Modernisation		
Rain water harvesting, electrical & fire safety systems	-	8,842,219
Lift & associated works	-	125,001
Air conditioning & air purification system	135,961	682,177
Furniture & fixtures	152,503	3,946,274
<u>Charities Aid Foundation India (CAFI)</u>		
<i>(Creating scalable & replicable models of</i>		
<i>Conducting Workshop for CSOs</i>		
- Boarding and Lodging	-	258,071
- Venu Charges	-	47,202
- Module / Resource Material	-	15,540
- Stationary Charges	-	58,784
- Resource Person travel cost	-	68,203
- Resource Person Accommodation	-	34,694
- Staff cost	-	160,000
<i>Monitoring & Guiding Support</i>		
- Travel and Conveyance	8,292	302,897
- Boarding and Lodging	-	306,920
- Staff Cost	-	1,260,000
Co-ordination and Administration Costs		
Audit Fees	35,400	54,000
Workshop support coordination cost	-	40,992
Administrative overhead	17,936	50,000

contd.



Other Misc. Grants

*Training Centre and Office Modernisation
and Extension work in progress*

Revenue Expenditure

Electricity charges, repair & maintenance	-	1,617,760
Civil, structural & sanitary works	-	2,177,936

Capital Expenditure

Office Equipment	48,903	1,354,912
Furniture & fixtures	13,600	113,983
Staff Cost - Program Staff	1,092,517	1,294,306
Staff Cost - Admn. Staff	332,299	381,130

Co-ordination and Administration Costs

Office Cost

Expenses on facilities provided	5,304	20,487
Expenses on use of facilities	-	302,588

General Fund

Others

- Professional Charges	-	81,000
- Office Shifting expenses	-	5,100
- Postage	1,275	-
- Staff welfare	-	200

Sub Total	<u>45,543,393</u>	<u>69,792,104</u>
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Cash and Bank Balances as on 31st March 2021

Cash in Hand	53,924	51,104
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Balance in Saving Account with Scheduled Bank

- Bank of Baroda SB A/c -22750100001629(FC A/c)	510,668	1,193,813
- HDFC SB A/c 06511450000170	135,551	73,585
Advances with staff & vendors	92,425	-

Sub Total	<u>792,568</u>	<u>1,318,502</u>
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GRAND TOTAL	<u>46,335,961</u>	<u>71,110,606</u>
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Significant Accounting Policies and Notes
forming an integral part of accounts

As per our report of even date
For V. SANKAR AIYAR & CO.
Chartered Accountants
FRN: 109208W


(M.S. BALACHANDRAN)
Partner
M. No. 024282



Place : New Delhi
Date : 16.12.2021

For FINANCIAL MANAGEMENT SERVICE FOUNDATION


(EXECUTIVE DIRECTOR)


(TRUSTEES)

**FINANCIAL MANAGEMENT SERVICE FOUNDATION
(A REGD. PUBLIC CHARITABLE TRUST)
FOREIGN CONTRIBUTION ACCOUNT**

CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2021

Schedule	Current Year Amount (Rs.)	Previous Year Amount (Rs.)
<u>INCOME</u>		
<u>Bread for the World (BFTW)</u>		
Grant Received	43,855,483	40,533,898
Sale of Assets	480,500	39,000
<u>Charities Aid Foundation</u>		
Grant Received	-	2,885,472
<u>Other Miscellaneous Grants (Cont. and Others)</u>		
Rent	500,351	538,384
Income from other facilities provided	1,000	153,500
Bank Interest	187,952	656,716
Interest on Income tax refund	3,042	16,304
Sale of Scrap Assets	23,960	-
Total	45,052,288	44,823,274
<u>EXPENDITURE</u>		
<u>Bread for the World (BFTW)</u>		
<u>Programme Costs</u>		
<i>Monitoring and Consultancy Staff Costs and Training Staff Costs</i>	10,079,460	8,348,639
<i>Travel Costs for Partner Visits</i>		
Travel and Conveyance	142,640	1,592,290
Boarding and Lodging	92,637	2,050,261
Other Expenses	2,838	26,939
<i>Capacity Building - Workshops, Consultancies</i>		
Annual Planning and Core Group Meeting Expenses	341,251	846,529
Workshops and Seminars (TOT & Auditors)	105,558	3,083,902
Travel and Conveyance	-	-
Staff Costs Capacity Building	4,928,782	4,036,827
<i>Publications, Research, FMSF Websites</i>		
Cost of Newsletter	124,471	255,189
Website Expenses	83,808	35,150
Staff Costs	4,990,098	2,589,898
Software Expenses	1,234,868	725,947
Membership & Subscription Fees	-	-
Cost of Publications:		
- Author Fees	600,000	686,000
- Printing Charges	-	397,292
- Postage & Courier Charges	-	76,510

contd.



Program Expenses (OFR)

Software Development & Maintainance

Software Development Cost	649,000	1,565,500
Software Maintainance	369,065	103,479

Selection of NGOs Initial Launching Program

Due diligence	225,000	1,209,500
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Capacity Building

Visits by Trainer	118,000	786,638
Workshop Printing & Stationery Expenses	-	6,325
Consultant Fees	490,000	-

Public Relation

Initial lunch events	-	290,519
Advertisement for Initial lunch event	-	239,042
Advertisement for Donations	1,861,169	516,907

Staff Cost

	2,656,129	1,931,085
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Revenue Expenditure-Training center modernisation

Civil, structural & sanitary works	-	11,079,093
Electrical repair & maintenance	-	543,470
Professional Fees	-	817,150

Co-ordination and Administration Costs

Staff Costs and Training

Staff Costs	5,268,879	6,391,755
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Office Costs

Electricity and Water Charges	743,066	1,065,455
Printing and Stationary	118,908	176,397
Courier and Postage Charges	355,110	216,839
Generator Running and Maintenance	124,193	288,263
Computers Maintenance	-	92,770
Telephone Expenses	198,417	247,758
Internet Expenses	310,240	328,048
Insurance	48,825	17,139
Office Maintenance	591,280	471,134
Office Equipments Maintenance	374,390	158,609
Office Rent	-	63,000
Professional Charges	17,700	15,930
Recruitment Expenses	28,280	24,327
Staff Wellfare	429,415	423,882
Conveyance	-	-
Vehicle Running and Maintenance	292,262	366,228
Audit Fees	371,700	289,072
Other Expenses	-	-
Interest on TDS	15,199	369
Bank Charges	30,890	33,890

Travel Costs

Director and Core Staff	63,979	191,863
Trustees Meetings	-	2,900
Organisation Evaluation Expenses	-	170,329

Capital Costs

Computer & Printer	717,264	-
Vehicle	1,252,169	-

Capital Costs (OFR)

Computer & Printer	-	175,100
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Capital Expenditure-Training center modernisation

Rain water harvesting, electrical & fire safety systems	-	8,671,346
Lift & associated works	-	125,000
Air conditioning & air purification system	-	832,226
Furniture & fixtures	-	3,149,126

contd.



Charities Aid Foundation

(Creating scalable & replicable models of accountability in NGO's)

Conducting Workshop for CSOs

Boarding and Lodging	-	258,071
Venu Charges	-	47,202
Module / Resource Material	-	15,540
Stationary Charges	-	58,784
Resource Person travel cost	-	68,203
Resource Person Accommodation	-	34,694
Staff cost	-	160,000
Monitoring & Guiding Support		
- Travel and Conveyance	-	302,897
- Boarding and Lodging	-	306,920
- Staff Cost	297,500	1,260,000
Audit Fees	-	35,400
Workshop and support coordination cost	-	40,992
Administrative overhead	17,936	50,000

Other Miscellaneous Grants (conts. and others)*Training Centre and Office Modernisation and Extension work in progress***Revenue Expenditure**

Electricity charges, repair & maintenance	-	1,617,760
Civil, structural & sanitary works	-	2,177,936

Capital Expenditure

Office Equipment	-	2,559,715
Furniture & fixtures	13,600	113,983
Staff Cost-Program Staff	1,160,457	1,966,465
Staff Cost-Admn. Staff	332,299	406,263

Office Cost

Expenses for use of facilities	-	442,588
Expenses on facilities provided	5,304	19,812
CAFI - Postage	1,275	-

Total	42,275,311	79,772,061
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Unspent / (Overspent) during the year	2,776,977	(34,948,787)
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Significant Accounting Policies and Notes forming an integral part of accounts

As per our report of even date
For **V. SANKAR AIYAR & CO.**Chartered Accountants
FRN: 109208W**(M.S. BALACHANDRAN)**
Partner
M. No. 024282For **FINANCIAL MANAGEMENT SERVICE FOUNDATION**
(EXECUTIVE DIRECTOR)
(TRUSTEES)Place : New Delhi
Date : **15.12.2021**

FINANCIAL MANAGEMENT SERVICE FOUNDATION

(A REGD. PUBLIC CHARITABLE TRUST)

SIGNIFICANT ACCOUNTING POLICIES AND NOTES FORMING PART OF ACCOUNTS
FOR THE YEAR ENDED ON 31ST MARCH 2021

A. SIGNIFICANT ACCOUNTING POLICIES

1. The accounts are prepared on historical cost basis as a 'going concern'. Income and expenses are accounted for on accrual basis except for Foreign Contribution Books which are prepared on cash basis, following generally accepted accounting principles and practices and Accounting Standards issued by the Institute of Chartered Accountants of India for NGOs, wherever applicable, except otherwise stated.
2. Fixed Assets acquired / received in kind are directly charged to expenses accounts and stated in the Balance Sheet through Assets Fund Account.
3. Fixed Assets are stated as under:
 - a) Assets directly acquired – at purchase cost less accumulated depreciation.
 - b) Assets received in kind – at stated / estimated cost less accumulated depreciation.
4. Depreciation on fixed assets is provided as per written down value method as per the rates prescribed in Income Tax Act, 1961.



5. Inventories are valued and disclosed as under:
 - a) Acquired / self produced – at cost.
 - b) Received free of cost or at a nominal charge – at market price or estimated net realizable value.

6. Accounts for the purpose of submission to FCRA are compiled on cash basis.

7. Restricted Grants are utilized as per the conditions of the grant agreement and to the extent utilized they are netted off from the Other Current Liabilities item in the Balance Sheet and transferred to separate account of the granting authority and spent for its pre-determined purpose.

8. Upon completion of the life or obligation of the restricted grant, if any surplus grant remains unutilized the amount is, either in compliance with the grant agreement or upon due consent of the granting authority, either returned to the granting authority or transferred as unrestricted grant or income in Income and Expenditure statement.

9. The assets acquired by the trust while acting as a trustee of the Restricted Grant and fulfilling the conditions of the grant agreement, the asset acquired (primarily fixed assets is shown at notional value in the Balance Sheet. Any receipts from sale of such assets, in accordance with the terms of the grant agreement, are transferred back again to the appropriate Restricted Fund – Grant Balance and utilized further in accordance with the grant agreement.



B. NOTES TO ACCOUNTS

1. Trust has taken Group Gratuity Scheme with Life Insurance Corporation of India which has been approved by Income Tax Authorities. Premium paid for employees has been charged to expense accounts.
2. Trust has provided the facilities / services to the programmes of the other funding agencies from the infrastructure / resources created out of the funds of main funding agency.
3. As per the management policy the surplus / (deficit) of the completed projects are transferred to General Fund and the remaining balances of continuing projects are reported under Unutilized Grants.
4. Expenses have been allocated to various programs based on the approved activities and budgets of the respective program.
5. No provision for leave encashment entitlement has been made since as per Trust policy, the leaves are to be availed and cannot be en-cashed.
6. The management has allocated the expenses between the Projects (Bread for the World, and Others) as per the best estimate made by them. The Auditors have relied on the same.
7. The Fixed Assets having WDV of Rs. 521,599 have been sold/discarded the during the year.



8. The Trust is registered under section 12 (A)(a) of the Income Tax Act, 1961 vide registration no: 1118 dated 07.03.1996. Subsequent to 31.03.2021, the trust has obtained provisional registration dated 28.05.2021 under section 12 AB of the Act, for a period of five years ending 31.03.2026.
- PAN of the Trust: AAATF0166A dated 15.12.1994.
 - The Trust is registered with Ministry of Home Affairs under FCRA vide registration no: 231650985 for receiving foreign contributions.
9. Previous year figure has been regrouped wherever considered necessary.
10. Income and expenses are reported as per budget of the funding / donor agencies received on grant to grant basis, hence previous year figures are not comparable.

For **V. SANKAR AIYAR & CO.**
CHARTERED ACCOUNTANTS
FRN: 109208W

(M.S. BALACHANDRAN)
PARTNER
Membership No: 024282

For **FINANCIAL MANAGEMENT SERVICE FOUNDATION**

(EXECUTIVE DIRECTOR)



(TRUSTEES)

Place: New Delhi
Date: **15.12.2021**