

Sample: Reconciliation Worksheet for FC-4

Figures in Rs.

	Cultural	Econ.	Edu.	Social	Admin.	F. Assets	Intt. etc.	Total
A. Opening Balance	70,000	200,000	150,000	70,000	-	25,000	120,000	635,000
								-
B. Received								-
Direct Donors > 20K								-
Donor X								-
23-Jul-16	-	50,000	100,000	100,000	200,000	550,000	-	1,000,000
25-Nov-16	-	50,000	120,000	120,000	200,000	-	-	490,000
Total for Direct Donors > 20K	-	100,000	220,000	220,000	400,000	550,000	-	1,490,000
Other Direct Donors	5,000			30,000		50,000		85,000
Total Direct Donations	5,000	100,000	220,000	250,000	400,000	600,000	-	1,575,000
Local Transfer Donors > 20K								-
Donor A								-
15-May-16	-	-	150,000	-	150,000	300,000	-	600,000
07-Dec-16	-	-	150,000	-	150,000	-	-	300,000
Total for Local Transfer Donors > 20K	-	-	300,000	-	300,000	300,000	-	900,000
Other Local Transfer Donors				100,000				100,000
Total Local Transfers	-	-	300,000	100,000	300,000	300,000	-	1,000,000
Total from All Donors	5,000	100,000	520,000	350,000	700,000	900,000	-	2,575,000
Interest				-			75,000	75,000
Other Receipts							100,000	100,000
Total Received	5,000	100,000	520,000	350,000	700,000	900,000	175,000	2,750,000
								-
C. Utilised (separate tab)								-
Donor X	75,000	150,000	-	260,000	230,000	550,000		1,265,000
Donor A	-	-	432,000	56,000	387,000	200,000		1,075,000
Other donors, Interest etc.	-	-	-	70,000	270,000	45,000		385,000
Total Utilised	75,000	150,000	432,000	386,000	887,000	795,000	-	2,725,000
Transfer from Other donors / interest etc.				12,000	187,000		(199,000)	-
								-
D. Unspent balance c/f to 17-18	-	150,000	238,000	46,000	-	130,000	96,000	660,000
E. Represented by:								
- Loans / Program advances outstanding								50,000
- Funds in FD etc. with banks								125,000
- FCRA Cash in hand								5,000
- FCRA Bank Balance								480,000
							Total	660,000
							Difference	-