

Statement of Income and Expenditure (Function of Expense Method)

For the Year Ended 31st March 20XX

Particulars	Current Year (₹)	Previous Year (₹)
Income		
Donations & Grants	1,200,000	1,100,000
Membership Fees	200,000	180,000
Interest Income	50,000	40,000
Other Income	15,000	10,000
Total Income (A)	1,465,000	1,330,000
Expenses by Function		
Programme/Project Expenses	1,000,000	950,000
Administrative Expenses	250,000	200,000
Fundraising Expenses	75,000	60,000
Other Expenses	10,000	12,000
Total Expenses (B)	1,335,000	1,222,000
Surplus / (Deficit) (A-B)	130,000	108,000

Important Notes:

- This format classifies expenses according to their function: Program, Administration, and Fundraising.
- It facilitates comparison and transparency in how funds are utilized.
- Often required for reporting by not-for-profits and charities.
- Helps stakeholders assess operational efficiency and resource allocation.
- Figures are for demonstration and should be replaced with actual values.