

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.