

Annual Financial Statement
for Tax Exemption Filing
FY 2023â€”2024

Organization Name: _____
Registered Address: _____
Registration/TIN No.: _____
Period Covered: 1 April 2023 to 31 March 2024

I. Income Statement

Description	Amount (INR)
INCOME	
Donations Received	_____
Grants	_____
Other Income (specify)	_____
Total Income	_____
EXPENSES	
Program/Project Costs	_____
Administrative Expenses	_____
Staff Salary & Benefits	_____
Other Expenses (specify)	_____
Total Expenses	_____
Surplus/(Deficit)	_____

II. Balance Sheet as on 31 March 2024

Particulars	Amount (INR)
Assets	
Cash & Bank Balances	_____
Investments	_____
Fixed Assets (Net Block)	_____
Other Assets (specify)	_____
Total Assets	_____
Liabilities & Funds	
General Fund/Corpus	_____
Unutilized Grants/Restricted Funds	_____
Current Liabilities	_____

Other Liabilities (specify)	_____
Total Liabilities & Funds	_____

III. Declaration

I/We hereby declare that the above particulars are true and correct to the best of my/our knowledge and belief.

Place: _____

Date: _____

Authorized Signatory: _____

Name: _____

Designation: _____

Important Notes:

- This statement must be prepared and signed by the authorized person of the organization.
- Supporting documents (receipts, bills, bank statements) should be maintained for all entries.
- The format may require attestation by a Chartered Accountant depending on regulatory requirements.
- Ensure all figures are accurate and up to date before submission for tax exemption purposes.
- Retain copies of this statement for your organization's records as per statutory timelines.