

AccountAble™

Filing FCRA Annual Return (FC-4)

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In Dec'15, FCRA Department made online filing compulsory for all the forms. This includes the annual return (renumbered as FC-4) also. The new return format asks for less information, but in a different way.

This issue of AccountAble tries to explain how to fill up Form FC-4 correctly, and upload required attachments.

APPLICABILITY

Online filing of annual return was introduced several years ago. It was made compulsory on 14-Dec-15. For FY 15-16 onwards, the annual return must be filed online only.

Normally, this would mean that people who had already submitted annual return for FY 14-15 in Form FC-6 won't have to file it again. However, the Department has clarified that:

- Organisations, which filed Form FC-6 for FY 14-15 online, do not have to file it again.
- Organisations, which have filed Form FC-6 for FY 14-15 in paper copy, must file it again online in Form FC-4.

What about earlier years? Suppose a person has not filed the annual return for FY 12-13, 13-14 etc.? If they file it now, they must do so online in Form FC-4. To do this, they will first have to write to FCRA department (support-fcra@gov.in). They may also be asked to pay late filing fees.

Any one who has a valid FCRA registration must file the return annually. This applies even if they haven't received a single rupee. Organisations with



prior-permission are also required to file the return till all the foreign contribution is used up.

Organisations, which have lost their FCRA registration, must also continue to file the annual return till all the foreign contribution is used up.

Nil Return

If you have FCRA registration or prior-permission, you should a nil return even if you don't receive or use any funds. However, in such cases, audit certificate and audited FC accounts are not needed.

FILLING THE FORM

For filling up Form FC-4, you should go to fcranonline.nic.in. You can use any Internet browser - however, the site is designed for Chrome 18 and above. Please use a desktop or laptop computer - site is not designed to display on mobile devices. The

www.AccountAid.net

Department has also prepared detailed instructions to help you fill the form. Click on 'How to Fill Form' on Home page to read these.

Log In

Click on Form FC-4 in the left bar on Home page. You will be taken to a login screen.

Use your FCRA login ID and password to login. If you registered under FCRA in the last few years, your login ID and password is given in the registration letter. The same applies for prior-permission as well. Those who registered in the past were sent letters containing their login ID and password. If you can't locate this, send an email to support-fcra@gov.in with a scan of a letter (on NGO letterhead, signed by Chief Functionary, and stamped) requesting a new login ID and password.

Check NGO Details

You will now see your organisation's basic details such as name, FCRA number, address, bank etc. These are taken from the FCRA database. Check that these are correct. If you need to update any details, you will have to file Form FC-6 separately.

At the bottom, please click on the year for which you are filing the form.

Total Receipts

Figure of receipts are provided in three ways. First come total receipts (FC Received tab). If the opening balance does not already show here, please fill this in. Match this with closing balance of the previous year's annual return. Next are interest and other receipts. This figure should also include receipts from sale of FC assets, fixed deposits matured, recoveries of micro-credit loans etc., if you had reported these as utilised earlier.¹ Also include any income from IGP activities shown in FCRA Receipts & Payments Account.

Grants and donations received directly from a foreign source should be given separately. This includes funds received from foreigners, foreign companies, donor agencies who are not registered under FCRA. It does not matter whether the funds were received in rupees or dollars. Some donor agencies have taken FCRA registration in India. You may also receive foreign contribution from other NGOs with FCRA registration. All such funds

should be mentioned as 'Transfer from Local Source'. Click on 'save data', before moving to the next tab.

Purpose-wise Receipts

Break up your total receipts into five major purposes (Cultural, Religious, Economic, Educational, and Social). Provide only the total figure under each here - detailed activity classification is no longer needed. Click on 'Add' after you fill the amount for each purpose. This adds the entry to the table below. You can edit or change these figures if you make a mistake.

The total of these five items should match the total foreign contribution received during the year, whether directly or transferred from a local source.

Donor-wise Receipts

The next tab is for giving donor-wise details of amounts received. This is needed only for donors giving more than Rs. 20,000 in a year.² It does not matter whether the amount was received directly from a foreign source or



¹ If you have not reported these as utilised earlier, then don't report these as other receipts now.

² If a donor gives Rs. 2,000 every month (Rs.24,000 in one year), then you should include their details here.

transferred from an FC registered donor. If a donor has given you funds for multiple purposes (e.g. social and economic), you may need to enter the amounts separately for each purpose.

You can choose the name of the donor from the drop-down list. If your donor is not listed here, you can add their name. For each donor, you must choose 'institutional' or 'individual'.

After filling each donor's amount and purpose, click on 'add'. The donor will then show up in the table at the bottom.

The total in this table may not match the total receipts or the total of the purpose table. This happens as donors giving rupees 20,000 or less in the year are not included in this table.

Utilisation

All the figures of utilisation should be taken from the year's Receipt & Payments Account.

A. Total utilisation for programs should be given as one consolidated figure. This includes money used for all projects, purposes, donors, etc. Money spent out of interest and other receipts should also be included here. Lending to micro-credit borrowers should be included, if you have included recovery of such loans in other receipts.

B. Next item is money used for administrative expenses. Make sure you follow Rule 5 for calculating these.³ Better still, request your auditors to include a note showing calculation of administrative expenses in the audited FCRA statements.

C. Any amount invested in term deposits or other investments during the year should be given next. If the deposits matured before the year-end, there is no need to include these. Also if you follow a policy of treating bank term deposits as bank balance, then you can ignore these.

D. Foreign contribution used for purchasing or building fixed assets during the year should be reported separately. This should not include any amount spent on assets for community, which are charged to program expenses.

When you add up a, b, c, and d, you should get the figure of total FC utilised during the year. This figure should match your FCRA reconciliation worksheet.⁴ If it does not, please go back and check your workings. Now, deduct the amount utilised from the amount available. This is the unused balance of foreign contribution.⁵ This figure should also be given in FC-4.

Do you have any foreigners (including PIOs) who are/were working in the organisation, during the year? If yes, give the total number of such persons here. It does not matter that these persons are not part of your Board, or they are just volunteers.⁶

Designated Bank Details

After saving the data, go to the next two tabs. These show details of your designated FCRA bank account and the utilisation FCRA bank account. Please check and confirm these. If you have changed your designated bank during the year, give only the details of the current designated FCRA account. Remember that you should have filed Form FC-6 for any change in the designated bank account.

Utilisation Bank Details

If you have multiple FCRA utilisation accounts, add details of all these in the utilisation bank tab. Include the details of any utilisation bank accounts, which you closed during the year.

If you do not have a separate FCRA utilisation account, please fill up details of the designated FCRA bank account again in the utilisation bank tab.

Remember that you should have filed Form FC-6 for opening a new utilisation bank account.

UPLOADING DOCUMENTS

Instructions for uploading attachments are given on the FCRA site. Please follow these carefully. If you

³ Please refer to AccountAble 54: Administrative Expenses under FCRA at www.AccountAid.net.

⁴ Refer separate AccountAble issue on this at www.AccountAid.net.

⁵ By FCRA logic, any funds invested or used for purchasing fixed assets are treated as utilised. When these assets are liquidated later, the sale proceeds are treated as 'Other Receipts' under FCRA.

⁶ Take care to report this figure correctly, as it may be crosschecked with IB report from the area.

find it difficult to upload PDF files because of size, you can compress these for free by visiting a service such as smallpdf.com.

Documents to be uploaded include:

- Scanned signatures of Chief Functionary
- Scanned seal of Organisation
- Declaration Certificate signed by Chief Functionary
- Audit Certificate signed by Auditor
- Audited Accounts for FC funds (Balance Sheet, Income & Expenditure and Receipts & Payments Account)

- Scanned copy of all FC bank statements, attested by bank manager/s

Submission

Before submitting the return, you should check how it looks like by clicking on the preview button. If everything is okay, cross your fingers, hold your breath and click on 'final submission'!

After this, you should print one or more copies for your records. These copies will show the date of submission as well. There is no need to send a printed or signed copy to the FCRA department.

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Comments: AccountAid India, 55-B, Pocket C, Siddharth Extension, New Delhi-110 014; Phone: 011-2634 3128; Phone/Fax: 011-2634 3852; e-mail: query@accountaid.net

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Printed and published by Ms. Renu Agarwal for AccountAid India, New Delhi (Ph. 26343128) at PRINTWORKS, W-11, Okhla Industrial Area, Phase 2, New Delhi 110 020

Content: Shri Sanjay Agarwal

Editing: Ms. Soumyasree Mullick

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