

**Sample Utilisation Worksheet for FCRA Accounting & Reporting**

*Figures in Rs.*

	<b>Cultural</b>	<b>Econ.</b>	<b>Edu.</b>	<b>Social</b>	<b>Admin.</b>	<b>F. Assets</b>	<b>Total</b>
<b>Donor X</b>							
Honorarium - Field Workers					150,000		<b>150,000</b>
Doctors' Fee				120,000			<b>120,000</b>
Rent for Clinics				50,000			<b>50,000</b>
Celebration of Festival	75,000						<b>75,000</b>
Skill Training Program		150,000					<b>150,000</b>
Health Camps				70,000			<b>70,000</b>
Audit Fees					20,000		<b>20,000</b>
Computers						50,000	<b>50,000</b>
Ambulance Purchased						500,000	<b>500,000</b>
Ambulance Running				20,000			<b>20,000</b>
Travel Expenses					60,000		<b>60,000</b>
<b>Total Donor X</b>	<b>75,000</b>	<b>150,000</b>	<b>-</b>	<b>260,000</b>	<b>230,000</b>	<b>550,000</b>	<b>1,265,000</b>
<b>Donor A</b>							
Part honorarium of Executive Director					300,000		<b>300,000</b>
Salaries - Teachers			250,000				<b>250,000</b>
School Rent			60,000				<b>60,000</b>
Office Rent					12,000		<b>12,000</b>
Gandhi Jayanti Celebration				20,000			<b>20,000</b>
Counselling for Students			50,000				<b>50,000</b>
Village Group Meetings				36,000			<b>36,000</b>
PTA Meetings			12,000				<b>12,000</b>
Audit Fees					15,000		<b>15,000</b>
School Building Extension						200,000	<b>200,000</b>
Accountant Salary					60,000		<b>60,000</b>
Electricity for Schools			60,000				<b>60,000</b>
<b>Total Donor A</b>	<b>-</b>	<b>-</b>	<b>432,000</b>	<b>56,000</b>	<b>387,000</b>	<b>200,000</b>	<b>1,075,000</b>
<b>Other donors / interest / own FC funds</b>							
Eye Camps				70,000			<b>70,000</b>
Honorarium to Executive Director					100,000		<b>100,000</b>
Office Rent					30,000		<b>30,000</b>
Travel for GB meetings					20,000		<b>20,000</b>
Audit Fees					25,000		<b>25,000</b>
Laptop						45,000	<b>45,000</b>
Accountant Salary					25,000		<b>25,000</b>
Travel Expenses					70,000		<b>70,000</b>
<b>Total Other Donors / Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>270,000</b>	<b>45,000</b>	<b>385,000</b>
<b>Total Utilised</b>	<b>75,000</b>	<b>150,000</b>	<b>432,000</b>	<b>386,000</b>	<b>887,000</b>	<b>795,000</b>	<b>2,725,000</b>