

KENDRIYA VIDYALAYA

MONTHLY REPORT ON THE FINANCES OF KENDRIYA VIDYALAY
FOR THE MONTH OF

PART – I
FUNDS FLOW PROGRESS

Head of account	Approved BE/RE	Funds sanctioned By A.C	Expenditure during the month	Progressive expenditure up to this Month.
1. Pay & Allowances	_____	_____	_____	_____
2. Recurring Expenditure	_____	_____	_____	_____
3. Non-recurring expenditure	_____	_____	_____	_____
4. Total Gross(1+2+3)	_____	_____	_____	_____
5. Internal Receipt	_____	_____	_____	_____
6. Total Net (4-5)	_____	_____	_____	_____

PART – II
CASH FLOW PROGRESS

1. Closing balance on the last day of the previous month
2. Total Receipts during the month as per cash book
3. Total (1+2)
4. Total disbursement during the month as per cash book
5. Closing balance on the last day of this month

PART – III
(REVIEW)

1. saving/Excess of up-to-date expenditure on the proportionate budgeted provisions against item 6 in Part I and reasons for same
2. Opening balance as on 1st..... and total funds received from the Sangathan thereafter
3. Particulars of liabilities on the last day of the month which are due for immediate discharge

Note: In case of Regional Offices and Headquarters Office of the Sangathan Sl. No. 2 & 3 of Part I will be substituted by "Contingencies" and " Other Misc. expenditure"