

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
PRAJEO TOWERS, VAZHUTHACAUD
THIRUVANANTHAPURAM

No.FinC2/5803/2011/IHRD

Dated: January, 2013

CIRCULAR

Income and Expenditure Statement fulfills the financial picture of an Organization. It is usually prepared directly from the monthly "closing of the books" and can provide an accurate picture of the revenue and expenditure of the concerned institution for a specified period of time; usually a month. The Income and Expenditure Statement is used by the Finance Section of IHRD headquarters to evaluate revenue and expenditure performance and need for funding. One of the goals of the income and expenditure statement is to create a tool that is helpful for financial management. Most of the institutions are not sending the statement promptly in spite of repeated requests. Some of the institutions commit mistakes on their statements. It may be remembered that financial activities are continuous. The act of making mistakes are not justifiable.

If the head of the institution does not comply with the direction to prepare and submit financial statements in time, it is not justifiable and is liable to be responsible accordingly.

Hence you are again requested to give your valuable time for sending the Receipt and Expenditure Statement along with Bank Reconciliation Statement in and copy of Bank Statement in time in order to avoid loss to the organization.

Sd/-

SAYEED RASHID I.Po.S
DIRECTOR-IN-CHARGE

Copy to:

1. The Head of the Institutions under IHRD
2. C.A to Director
3. Additional Director (Planning & Administration)
4. Administrative Officer
5. Finance Officer
6. SF /OC

✓ Copy to Software Section : (To publish the Circular in the IHRD Website and email the same to all head of institutions under IHRD)

Forwarded/By order


Finance Officer