

# MALANKARA ORTHODOX SYRIAN CHURCH

CATHOLICATE ARAMANA, DEVALOKAM P.O KOTTAYAM 686004

## FORWARDING SCHEDULE OF ANNUAL ACCOUNTS

NAME OF PARISH/ INSTITUTION :			
ADDRESS:			
PARTICULARS OF THE ENCLOSURES		DATE	NAME OF EXTERNAL AUDITOR WHO SIGNED THE REPORT
1	AUDITOR'S REPORT		
2	BALANCE SHEET		
3	INCOME &EXPENDITURE ACCOUNT		
4	RECEIPTS &PAYMENTS STATEMENT		
5	NAME OF THE APPROPRIATE BODY/COUNCIL WHICH APPROVED THE ACCOUNTS & REPORTS		
6	DATE OF THE MEETING APPROVING THE ACCOUNTS (COPY OF MINUTES OF MEETING TO BE ATTACHED)		
7	STATEMENT OF EXPENDITURES EXCEEDING BUDGET WITH EXPLANATIONS DULY SIGNED BY OFFICIALS (COPY OF APPROVED BUDGET TO BE ATTACHED)		
8	COMMENTS ON OBSERVATIONS MADE BY THE AUDITORS/GOVERNING BODY/COUNCIL, IF ANY		
<div>SIGNATURE &amp; NAME OF THE VICAR/TRUSTY/ AUTHORISED OFFICIALS</div> <div>DATE : OFFICE SEAL</div>			
FOR CATHOLICATE OFFICE/DIOCESAN OFFICE USE			
DATE OF RECEIPT :		INWARD SERIAL NO :	
REMARKS REGARDING PRIMA FACIE DISCREPANCIES			
NAME &SIGNATURE OF OFFICE STAFF RECEIVING THE REPORT			