

SOCIETY OF ST VINCENT DE PAUL
CENTRAL COUNCIL OF _____

SHEET FOR QUARTER ENDED _____					FOREIGN A/C	
Opening Balance as per Previous Statement/Bank Book =					Rs.	
Receipts	Receipt No.	Date	Type of Grants	Amount Received		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
ATTACH SEPARATE SHEET IF NECESSARY						
Total amount received this quarter =					Rs.	(+)
Payment	Disbursement Details			Amount Disbursed		
	Cheque No.	Date	Paid to			
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
				Rs.		
ATTACH SEPARATE SHEET IF NECESSARY						
Total Disbursed this quarter =					Rs.	(-)
Adjustment relating interest earned(+). Bank Charges (-) etc					Rs.	(+)/(-)
					Rs.	(+)/(-)
Closing Balance = Opening Balance + Receipt - Payments +/- Adjust.C/F=					Rs.	
Reason for holding back any Aid:						
The Aid held back will be distributed on:						
Instructions: 1. One Sheet should be prepared for each quarter. 2. The relevant receipts should be attached to this sheet and sent to Mumbai H.Q. 3. The Final Closing Balance should agree with the balance in your Bank A/c(Foreign A/c) 4. The Entire grant received must be distributed within a reasonable time. 5. Reason for holding back any money should be given in all cases where aid is held back. 6. When Aid is held back please specify the date on which the balance aid will be distributed. 7. When aid is distributed by P.Cs please attach your P.Cs disbursement sheet in this format.				Signature of CC President/Treasurer		