**THE SCHEDULE**
**(See Section 24)**
**PART I -Form of Balance Sheet**

| | Liabilities | Rs. | | Assets | Rs |
|---|---|---|---|---|---|
| 1 | CHITTY SECURITY DEPOSIT IN TRUST | | 1 | CASH ON HAND | ** |
| 2 | AGENCY DEPOSIT | | 2 | BALANCE WITH BANKS | *** |
| 3 | PIRICHEDUPPU | | 3 | BRANCH BANK A/C-AMOUNT PAYABLE TO RSC, PRIZED BUT UNPAID & ADVANCE SUBSCRIPTION | |
| 4 | PRIZE MONEY PAYABLE | | 4 | TREASURY SAVINGS BANK (GENERAL) | |
| 5 | PRIZED BUT UNPAID UNDER CFA 1982 | | 5 | FOREMAN INVESTMENT IN CHIT (SUBSTITUED TICKETS) | |
| 6 | REMOVED SUBSCRIBER'S CONTRIBUTION | | 6 | FIXED DEPOSIT WITH TREASURY | |
| 7 | RSC UNDER CFA 1982 | | 7 | CSD IN TREASURY MATURED BUT NOT RELEASED | |
| 8 | COLLECTION RECEIVED IN ADVANCE (CHITTY) | | 8 | CHITTY SECURITY DEPOSIT IN THE NAME OF ASSISTANT REGISTRAR | |
| 9 | ADVANCE SUBSCRIPTION UNDER CFA 1982 | | 9 | NEW CHITTY LOAN (including NPA) | |
| 10 | NON-PRIZED COLLECTION | | 10 | PASSBOOK LOAN (CHITTY LOAN) | |
| 11 | AMOUNT PAYABLE TO SUBSCRIBERS IN TERMINATED CHITTIES | | 11 | INTEREST ACCRUED ON SB WITH TREASURY (GEN) | |
| 12 | AUCTION VEETHAPALISA | | 12 | INTEREST ACCRUED ON FD WITH TREASURY | |
| 13 | CHITTY SECURITY MATURED BUT NOT CLAMIED | | 13 | INTEREST ACCRUED ON CSD IN THE NAME OF ASST.REGISTRAR | |
| 14 | INTEREST ACCURED ON CSDT | | 14 | INTEREST ACCRUED ON NEW CHITTY LOAN | |
| 15 | INTEREST PAYABLE ON AGENCY SECURITY DEPSOIT | | 15 | INTEREST ACCURED ON PASSBOOK LOAN (CHITTY LOAN) | |
| 16 | AGENCY COMMISSION PAYABLE (CHITTY) | | 16 | NPDSC | |
| 17 | CHITTY LIABILITY WAIVER WRITE OFF SUSPENSE | | 17 | ARREARS DUE FROM PRIZED SUBSCRIBERS | |
| 18 | DOOR COLLECTION SUSPENSE | | | a) Secured | |
| 19 | CHITTY SUSPENSE ACCOUNT | | | b)unsecured | |
| | | | 18 | AMOUNT DUE IN TERMINATED CHITS | |
| | | | | a) Secured | |
| 20 | OUTSTANDING LIABILITIES FOR EXPENSES | * | | b)unsecured | |
| 21 | GENERAL SUSPENSE | * | 19 | SHARE AMOUNT DUE FROM PRIZED SUBSCRIBERS | |
| 22 | DEPRECIATION RESERVE | * | | a) Secured | |
| 23 | UNDISBURSED SALARY | * | | b)unsecured | |
| 24 | UNPRESENTED CHEQUES | * | 20 | STAMP AND STAMP PAPER ON HAND | * |
| 25 | VALUATION FEE PAYABLE | * | 21 | FURNITURE AND FIXTURES | * |
| | | | 22 | OFFICE EQUPMENTS | * |

| | | | | | |
|---|---|---|---|---|---|
| | | | 23 | ELECTRICAL FITTINGS | * |
| | | | 24 | DATA PROCESSING EQUIPMENTS | * |
| | | | 25 | BICYCLE | * |
| | | | 26 | SOFTWARE | * |
| | | | 27 | PREPAID EXPENSES | * |
| | | | 28 | ELECTRICITY DEPOSIT | * |
| | | | 29 | GAS CONNECTION DEPOSIT | * |
| | | | 30 | TELEPHONE DEPOSIT | * |
| | | | | | |
| | | | | COURT DECREE DEPOSIT (if it pertains to chitty) | |
| | | | | DEPOSIT WITH CONSUMER REDRESSAL FORUM ( if it pertains to chitty) | |
| | | | | | |
| | *Profit transferrred from Profit & Loss Account* | | | *Loss transferred from Profit & Loss Account* | |
| | | | | | |
| | ROC | | | ROC | |
| | | | | | |
| | TOTAL | | | TOTAL | |

NOTES:

1 *All unmarked items (items pertaing exclusively to chit business i.e items 1 to 19 on Liabilities side and items 3 to 16 on Asset side)-Full amount as appearing in branch CTB to be taken.*

2 *Items with * mark (i.e item 20 to 25 on Liability side and items 20 to30 on Asset side)- 58% of the total figure appearing in branch CTB to be taken.*

3 *Item marked with ** (i.e item no 1 on Asset side)80% of total figure appearing in branch CTB to be taken.*

4 *Item marked with *** (i.e item no 2 on Asset side) 80% of the total of all bank balances appearing in branch CTB to be taken.*

5 *Total prized default at branch has to shown against item no 17 on the asset side*

6 *Total default in terminated chitties at branches has to be shown against item no 18 on the asset side.*

7 *From Prize Amount Paid (code 5050), Prized collection (code 5021) has to be subtracted. From the amount so arrived, total of item no 17&18 on asset side has to be subtracted and shown against item no 19 on asset side.*

8 ***Balancing figure (for tallying the balance sheet) has to be put on asset side or liability, as the case may be under ROC.***

**PART II**

**Form of Profit and Loss Account**

| | Expenditure | Rs. | | Income | Rs |
|---|---|---|---|---|---|
| 1 | INTEREST ON CSD IN TRUST | | 1 | FOREMAN COMMISION | |
| 2 | INTEREST ON AGENTS SECURITY DEPOSIT | | 2 | INTEREST ON FD WITH TREASURY | |
| 3 | REGISTRATION AND FILING FEE | | 3 | INTEREST ON CSD IN THE NAME OF ASST.REGISTRAR | |
| 4 | CANVASSING EXPENSES | | 4 | DIVIDENT INCOME ON STATUTORY CHITTY TICK | |
| 5 | AGENTS COMMISSION | | 5 | INTEREST ON ADVANCE PAYMENTS | |
| 6 | FESTIVAL ALLOWANCE TO AGENTS | | 6 | DEFAULT INTEREST (CHITTY) | |
| 7 | DOOR COLLECTION COMMISSION TO AGENTS | | 7 | PROFIT ON CHITTY TICKETS SUBTD. BY COM. | |
| 8 | CHITTY LIABILITY WAIVER WRITE OFF | | 8 | WRITING FEE | |
| 9 | SALARIES AND ALLOWANCES | | 9 | INTEREST ON NEW CHITTY LOAN | |
| 10 | FESTIVAL ALLOWANCE TO RETIRED EMPLOYEES | * | 10 | INTEREST ON CHITTY LOAN (PASS BOOK LOAN) | |
| 11 | CONTRIBUTION TO EPF | * | 11 | DOCUMENTATION CHARGES ON CHITTY LOAN | |
| 12 | OFFICE RENT | * | 12 | REGISTRACTION CHARGES (NCL) | |
| 13 | RATES AND TAXES | * | 13 | INTEREST ON SB ACCOUNT | |
| 14 | SERVICE TAX | * | 14 | OTHER INTEREST RECEIPTS | * |
| 15 | INSURANCE | * | 15 | PROPERTY VALUATION FEE | * |
| 16 | ELECTRICITY & WATER CHARGES | * | 16 | GOLD SECURITY SERVICE CHARGES | * |
| 17 | LEGAL & PROFESSIONAL CHARGES | * | 17 | PRIZE INTIMATION & SURETY CONFIRMATION CHARGES | * |
| 18 | POSTAGE & TELEGRAMS | * | 18 | PROFIT ON SALE OF ASSETS | * |
| 19 | DEPRECIATION ON FIXED ASSETS | * | 19 | RIGHT TO INFORMATION FEE | * |
| 20 | REPAIRS & MAINTENANCE (BUILDING) | * | 20 | MISCELLANEOUS INCOME | * |
| 21 | REPAIRS & MAINTENANCE ( OTHERS) | * | 21 | PRIOR PERIOD INCOME | * |
| 22 | REPAIRS & MAINTENANCE ( DATA PRO EQPTS) | * | | | |
| 23 | PRINTING & STATIONERY | * | | | |
| 24 | ADVERTISEMENT EXPENSES | * | | | |
| 25 | CONTRIBUTION TO LWF | * | | | |
| 26 | STAFF WELFARE EXPENSES | * | | | |
| 27 | SCHOLARSHIP | * | | | |
| 28 | CULTURAL & RECREATIONAL ACTIVITIES | * | | | |
| 29 | TELEPHONE CHARGES | * | | | |
| 30 | FREIGHT CHARGES | * | | | |
| 31 | TRAVEL EXPENSES | * | | To Loss transferred to Balance Sheet | |
| 32 | OFFICE REFRESHMENT/CANTEEN EXPENSES TO STAFF | * | | | |
| 33 | HOSPITALITY EXPENSES | * | | | |

| | | | | | |
|---|---|---|---|---|---|
| 34 | OFFICE EXPENSES | * | | | |
| 35 | BOOKS & PERIODICALS | * | | | |
| 36 | OFFICE MAINTENANCE EXPENSES | * | | | |
| 37 | GENERATOR WORKING EXPENSES | * | | | |
| 38 | MISCELLANEOUS EXPENSES | * | | | |
| 39 | FESTIVAL CELEBRATION EXPENSES | * | | | |
| 40 | BANK CHARGES | * | | | |
| 41 | SALES PROMOTION PUBLICITY | * | | | |
| 42 | INAUGURATION EXPENSES | * | | | |
| 43 | BAD DEBTS | * | | | |
| 44 | PRIOR PERIOD EXPENSE | * | | | |
| 45 | OTHER INTEREST PAYMENTS | * | | | |
| 46 | LOSS ON SALE OF ASSETS | * | | | |
| 47 | LOSS OF ASSET BY THEFT/FIRE | * | | | |
| 48 | HO/RO OVERHEADS | ** | | | |
| | | | | | |
| | *To Profit transferred to balance sheet* | | | | |
| | TOTAL | | | TOTAL | |

*NOTES:*

1. *All unmarked items (items pertaing exclusively to chit business i.e items 1 to 8 on expenditure side and items 1 to 13 on income side)-Full amount as appearing in branch CTB to be taken.*
2. *Items with * mark (i.e item 9 to 47 on expenditure side and items 14 to 21 on income side)- 58% of the total figure appearing in branch CTB to be taken.*
3. *Item marked with ** (i.e. item no.48 on expenditure side)- as shown below:*

*proportionate RO/HO expenses=* $\dfrac{\textit{No of permanet staff at branch (including PTS) x 2000680743}}{8251}$