



**Indian Institute of
Insurance Surveyors & Loss Assessors**
Promoted by IRDA Govt. of India

Feb 2, 2016

To

Chairman

All the Chapter/Zonal Offices

Sir

Sub: CLOSURE OF ACCOUNTS -2015-16-SUBMISSION OF STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR 2015-16

In view of Closing the annual accounts of the Institute for the year 2015-16 with Reference to Subject, all the Chapter offices and Zonal offices are hereby directed to submit the statement of Accounts as given below for the financial 2015-16 by April 15, 2016.

The Statement of Accounts should include the below mentioned details

1. Receipts and Payments for the Year 2015-16. Template given in **Annexure A**
2. Bank Statements for the year 2015-16
3. Interest Certificate, if any, from the Bank for the year 2015-16
4. Vouchers and Bills for all the expenditure/incomes and Receipts/Payments during the period 2015-16
5. Statement of All Payables and Receivables as at March 31, 2016. Template given in **Annexure B**

The above mentioned statements should reach the corporate office by April 15, 2016 positively. The Statements should be sent in a Sealed Envelope to the below mentioned address

The Manager
Indian Institute of Insurance Surveyors and Loss Assessors
Flat No 315, Door No 3-5-890,
Paras Chambers
Himayath Nagar,
Hyderabad – 500029

Thanking You

For Indian Institute of Insurance Surveyors and Loss Assessors

President





**Indian Institute of
Insurance Surveyors & Loss Assessors**
Promoted by IRDA Govt. of India

Annexure – A

Format of Receipts and Payments Account

Receipts	Cash	Bank	Payments	Cash	Bank
Opening Balance	Xxx	Xxx	Payments made for		
Received for			Training Hall & Food		
--Work Shops			Seminars		
--Training			Boarding & Lodging		
--Seminars			Salaries of Staff		
--Donations			Travelling		
--Sponsorships			Rent of Office		
--Interest, if Any			Stationery		
--Others (mention the details of Receipts)			Postage & Courier		
			Other Admin Costs (Mention the details of Payments)		
			Closing Balance	Xxx	Xxx
Total	Xxx	Xxx	Total	Xxx	xxx

Annexure – B

Details of Outstanding Payables as at March 31, 2016 (Including admin costs such as Salary, Rent Payable)

Date of Transactions	Description of Transaction	Name of the Party	Amount

Details of Outstanding Receivables as at March 31, 2016

Date of Transactions	Description of Transaction	Name of the Party	Amount

