



# INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDAI, Govt. of India)

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Ref: IIISLA/ACC/ZONE/CHAPTER/2021-22

Dt: 27-04-2022

To  
Chairman Zone/Chapter

Dear Office Bearers

Sub: CLOSURE OF ACCOUNTS -2021-22.

## SUBMISSION OF STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR 2021-22

In view of Closing the annual accounts of the Institute for the year 2021-22 with Reference to Subject cited above, all the Chapter offices and Zonal offices are hereby directed to submit the statement of Accounts as given below for the financial 2021-22 by May 15<sup>th</sup> 2022.

As per the Companies act 2013, all Zones & Chapter accounts needs to be Submitted with sign & seal to HO for Auditing & Statement of Accounts should include the below mentioned details

1. Receipts and Payments for the Year 2021-22.Template given in **Annexure A.**
2. Bank Statements for the year 2021-22.
3. Vouchers and Bills for all the expenditure/incomes and Receipts/Payments during the period 2021-22 (Original Physical copies).
4. Statement of all Payables and Receivables as on March31, 2022. Template given in **Annexure B.**
5. Balance Sheet as at 31.03.2022.Template given in **Annexure C.**

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**Regd. Office:** #6-1-73,Flat No.104 & 106, First Floor, Saeed Plaza, Lakdikapul, Hyderabad - 50004E-  
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Please note that Chapters / Zones who has conducted seminar / Training program during FY 2021-2022 are requested to submit Seminar / Training Invoices, Bills & Vouchers ( Original Physical copies ) along with balance sheet for auditing at HO.

The above-mentioned statements should reach the corporate office positively by May 15<sup>th</sup>, 2022. The Statements should be sent in a Sealed Envelope **ONLY** to the below mentioned address:

**Indian Institute of Insurance Surveyors and Loss Assessors**

**(Accounts Department)**

**Off: 104 & 106, First Floor, D No: 6-1-73, Lakadikapul,**

**Hyderabad- 500004 (TS).**

**Contact No: 040-23261072/1073.**

In the interest of the Chapter/Zone a confirmation/acknowledgement shall be obtained from Admin Office for the receipt of the documents specified above failing which the responsibility for non-submission shall vest with the concerned Chapter/Zone office bearers.

Please note that since the audit is under the Companies Act, 2013, even if the Zone/Chapter has not conducted any program or even if there is no transaction in the bank account, such chapter shall fill their nil transaction details in the attached template / format and get it submitted to HO.

For auditing the formats are a must with the respective Chapter Seal & Signature, even if with nil transaction.

**Non compliance to this order/ notice and In-complete submission of formats will be treated as non-submitted.**

Thanking You

For Indian Institute of Insurance Surveyors and Loss Assessors

Admin

IIISLA

Annexure– A

**Format of Receipts and Payments Account**

<b>Receipts</b>	<b>Cash</b>	<b>Bank</b>	<b>Payments</b>	<b>Cash</b>	<b>Bank</b>
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
<b>Total</b>	Xxx	Xxx	<b>Total</b>	Xxx	xxx

**Note: Income & Expenditure Account may be closed to the financial statement at the choice of the Branch/Zone**

Annexure– B

**Details of Outstanding Payables as at March 31, 2022 (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, 2022**

Date of Transactions	Description of Transaction	Name of the Party	Amount

**Note: Effort should have been made to liquidate any advances and/or liabilities before 31.03.2022.**

Annexure– C

**Balance Sheet of XXXXXXXXXXXXXXX Chapter/Zone of IISLA as at 31<sup>st</sup> March, 2022**

<b>Liabilities</b>	<b>Amount</b>	<b>Assets</b>	<b>Amount</b>
Surplus(Either negative or positive)		Cash at Bank	
Head Office Account		Cash in Hand	
		Head Office Account, (if any)	
		Fixed Deposits with Bank	
		Advances	
<b>Total</b>	<b>Xxx</b>	<b>Total</b>	<b>Xxx</b>

**Note: Chapter Chairman should mandatorily enclose Cash Balance Certificate as at 31.03.2022.**