Balance Sheet

| Particulars | Schedule | As at March Amoun | | As at Marci Amou | |
|--|----------|----------------------|------------|---------------------|------------|
| FUNDS AND LIABILITIES | | | | | |
| I. Capital and Other Funds | | | | | |
| i) General Fund | 1(A) | 5,031,015 | | 8,651,659 | |
| ii) Balance in Undisbursed Funds | 2 | 14,152,336 | | 24,812,603 | |
| iii) Capital Funds used for purchase of Fixed Assets | 1(B) | 4,452,731 | | 4,145,096 | |
| OI FIXED ASSETS | - | | 23,636,082 | | 37,609,358 |
| II. Liabilities | | | | | |
| Other Liabilties | 3 | 899,084 | | 36,974 | |
| | - | | 899,084 | | 36,974 |
| | | | 24,535,166 | | 37,646,332 |
| | | | | | |
| ASSETS | | | | | |
| i) Fixed Assets | 1(B) | 4,452,731 | | 4,145,096 | |
| | | | 4,452,731 | | 4,145,096 |
| ii) Cash and Bank Balances | 5 | 15,730,958 | | 27,914,941 | |
| iii) Loans and Advances | 6 | 2,887,479 | | 4,122,297 | |
| iv) Advance Recoverable Suspense | 7 | 1,463,998 | | 1,463,998 | |
| | | | 20,082,435 | | 33,501,236 |
| | | | 24,535,166 | | 37,646,332 |

Jayna Kothari

Chairman

The accompanying notes form an integral part of the financial statements.

As per our report of even date attached

for Sharp & Tannan

Chartered Accountants

(Firm's Registration No. 003792S)

V. Viswanathan

Membership No. 215565

Place: Channai Date: 17th February 2018

for and on behalf of the Board of Trustees

Sunil Abraham **Executive Director**

Place: Bangalore Date: January 8, 2018

Receipts and Payments Account

| | RECEIPTS | PIS | | | PAYMENIS | NIS | | |
|--|----------|-----------------------|-----------------------|---|----------|-----------------------|-----------------------|------------|
| Particulars | Schedule | 2016-17 Amount (₹) | 2015-16 Amount (₹) | Particulars | Schedule | 2016-17 Amount (₹) | 2015-16 Amount (₹) | |
| To Opening Balance of Recoverables | | | | By Opening Balance of Liabilities | | | | |
| i) Cash and Bank Balances | | 27.914.941 | 22.325.783 | i) Other Current Liabilities | | 36.974 | 332 009 | |
| ii) Loans and Advances | | 4,122,297 | 2.110.408 | | | 36.974 | | 332,009 |
| iii) Advances against Funds receivable | | - | | | | | | |
| iv) Funds Recoverable Suspense | | 1,463,998 | 1,460,998 | | | | | |
| | | 33,501,236 | 25,897,189 | By Expenditure against grant sanction during the Financial Year | | | | |
| To Foreign Contribution received | | | | i) Revenue Expenditure | 6 | 47.677,417 | 54,646,592 | |
| during the Financial Year | | | | ii) Capital Expenditure | 10 | 307,635 | 673,563 | |
| | | | | | | 47,985,052 | 1 | 55,320,155 |
| Funds Received against specific | 8 | 33,951,950 | 63,675,405 | | | | | |
| Projects | | | | By Other Payments | | | | |
| | | | | during the Financial Year | | | | |
| To Other Receipts | | | | | | | | |
| during the Financial Year | | | | i) Global Congress expenses | | | 1,410,048 | |
| i) Interest on Fixed Deposit | | | 233,165 | ii) Cyber Steward project | | | 4,000 | |
| ii) Interest on Short Term Deposit | | | 31,352 | iii) Expenditure on Article 19 meetings | | 117,438 | | |
| iii) Cyber Steward project | | | 495,100 | iv) Bank Charges | | 33,379 | 63,736 | |
| iv) Reimbursement on Article 19 meetings | | 117,438 | | v) General Administration | | 249,736 | 146,711 | |
| v) Registration Fees - Global Congress | | 28,500 | | vi) Rates & taxes | | | 009 | |
| vi) Miscellaneous Income | | 6,806 | 204,550 | | | 400,553 | 1,6 | 1,625,095 |
| vii) Interest on TDS Refund | | | 20,296 | | | | | |
| viii) Refund of TDS | | | 184,464 | | | | | |
| | | 152,744 | 1,168,927 | By Closing Balance of Recoverables | | | | |
| To Closing Balance of Liabilities | | | | i) Cash and Bank Balances | 4 | 15,730,958 | 27,914,941 | |
| | | | , | ii) Loans and Advances | 2 | 2,887,479 | 4,122,297 | |
| i) Other Current Liability | 3 | 899,084 | 36,974 | iii) Funds Recoverable Suspense | 9 | 1,463,998 | 1,463,998 | |
| | | 899,084 | 36,974 | | | 20,082,435 | 33,5 | 33,501,236 |
| | | 68,505,014 | 90.778.495 | | | 68.505.014 | 7.06 | 90.778,495 |
| | | | | | | | | |

The accompanying notes form an integral part of the financial statements.

As per our report of even date attached

for Sharp & Tannan
Chartered Accountants
Girm's Registration No 0037028

(Firm's Registration No. 003792S)

Partner Membership No. 215565

V. Viswanathan

Membership (No. 215565
Place: Chennary
Date: 17th february 2018

Place: Bangalore Date: January 8, 2018

Strail Abraham Executive Director

Jayna Kothari Chairman

for and on behalf of the Board of Trustees

Income and Expenditure Account

| Particulars | Schedule Reference | Amou | | | 5-16 unt (₹) |
|--|-----------------------|-----------|-------------|------------|-----------------|
| Income | | | | | |
| i) Interest on Fixed Deposit | | | | 233,165 | |
| ii) Interest on Short Term Deposit | | - | | 31,352 | |
| iii) Interest on TDS Refund | | 2 | | 20,296 | |
| iv) Project income and cost reimbursement | | 577,670 | | 14,203,386 | |
| v) General Donations | | 28,500 | | - | |
| vi) Cyber Steward Project | | - | | 495,100 | |
| vii) Refund for TDS | | - | | 184,464 | |
| viii) Miscellaneous Income | | 3,656 | | 204,550 | |
| ix) Registration Fees | | 3,150 | | - | |
| | | | 612,976 | | 15,372,313 |
| | | _ | 612,976 | | 15,372,313 |
| Expenditure | | | | | |
| i) Project Expenses and cost reimbursement | | 3,950,505 | | 11,097,109 | |
| ii) Bank Charges | | 33,379 | | 63,736 | |
| iii) General Administration | | 249,736 | | 75,942 | |
| iv) Cyber Steward Project | | * | | 4,000 | |
| v) Advances written off | | - | | 70,769 | |
| vi) Rates & Taxes | | - | | 600 | |
| vii) Miscellaneous Expenses | | | | | |
| | | | 4,233,620 | | 11,312,156 |
| | | | 4,233,620 | | 11,312,156 |
| Excess of Expenditure over Income | | _ | | - | |
| transferred to General Fund | | | (3,620,644) | | 4,060,157 |

Jayna Kothari

Chairman

The accompanying notes form an integral part of the financial statements.

As per our report of even date attached

for Sharp & Tannan

Chartered Accountants

(Firm's Registration No. 003792S)

V. Viswanathan

Partner

Membership No. 215565

Place: Channai Date: 17th February 2018

for and on behalf of the Board

Sunil Abraham **Executive Director**

Place: Bangalore Date: January 8, 2018

Schedule-1(A): Statement of Changes in General Fund

| Particulars | For the year ended March 31, 2017 Amount (₹) | For the year ended March 31, 2016 Amount (₹) |
|---|--|--|
| To Opening Balance | 8,651,659 | 4,591,502 |
| Excess/ (Deficit) as per Income and Expenditure Account transferred to General Fund | (3,620,644) | 4,060,157 |
| Clasina Balance in Conoral Fund Account | - | - |
| Closing Balance in General Fund Account Balance carried to Balance Sheet | 5,031,015 | 8,651,659 |

Schedule-1(B): Statement of Changes in Capital Fund/ Fixed Assets

| Particulars | For the ye March 3 Amou | 1, 2017 | For the yea March 31 Amoun | , 2016 |
|---------------------------|-------------------------------|-----------|----------------------------------|-----------|
| Capital Fund | | | | |
| Opening Balance | 4,145,096 | | 3,405,912 | |
| Additions during the year | 307,635 | 4,452,731 | 739,184 | 4,145,096 |
| Closing Balance | | 4,452,731 | | 4,145,096 |

Note:

Fixed assets held in the books were purchased against specific projects and were accounted based on fund accounting system i.e recorded as payment in the respective specific project. For the purpose of control, the fixed assets were notionally recorded in the Balance Sheet with a corresponding credit to 'Capital Fund'.

Consolidated Financial Statements of Account

Schedule - 2: Summary of Utilisation of Funds for the Financial Year 2016-17

| | | Opening | Receipts | Total Funds | Fxnenses | Balance | Balance as at March 31, 2017 | , 2017 |
|--|---|-------------|---------------------------|-------------------------------|---------------------|---------------------|------------------------------|-----------------------------|
| Projects | Donor | Balance (₹) | during the year (₹) | Available for Utilisation (₹) | during the year (₹) | Total (₹) | Excess applied (₹) | Undisbursed Funds (₹) |
| | | [A] | [8] | [C]=[A + B] | [0] | $[E] = [C \cdot D]$ | [F] | [6] |
| Detecting the Controllers [GSMA] | Privacy International [PI] | 678,449 | 416,340 | 1,094,789 | 1,304,910 | (210,121) | (210,121) | |
| Protecting Privacy in the Global South [Phase 2]-Year 1 | Privacy International [PI] | 2,658,371 | 165,620 | 2,823,991 | 2,560,263 | 263,728 | | 263,728 |
| Protecting Privacy in the Global South [Phase 2]-Year 2 | Privacy International [PI] | , | 1,994,712 | 1,994,712 | 628,452 | 1,366,260 | | 1,366,260 |
| Internet and free education | Privacy International [PI] | 226,619 | | 226,619 | | 226,619 | ٠ | 226,619 |
| Cyber Policy Research agenda for India | Hewlett Foundation | | 6,537,000 | 6,537,000 | 2,843,802 | 3,693,198 | | 3,693,198 |
| Strengthening Information Societies Research Capacity Alliance | Singapore Internet Research Centre | .1 | | , | 109,922 | (109,922) | (109,922) | |
| Protecting public interest in ICT related policy | Burma Project | 21,850 | , | 21,850 | 1,872 | 19,978 | | 19,978 |
| Mapping Big Data for Development and Global Goals | LIRNEAsia | | 3,790,211 | 3,790,211 | 361,931 | 3,428,280 | | 3,428,280 |
| Towards a Networked Economy in Myanmar | LIRNEAsia | | 275,250 | 275,250 | 7,171 | 268,079 | | 268,079 |
| Contributions for objectives of Mozilla | Mozilla Foundation | | 662,173 | 662,173 | 522,219 | 139,954 | ٠ | 139,954 |
| Big Data Development study | University of Manchester | * | | 1 | 41,684 | (41,684) | (41,684) | |
| Develop educational content under a free license | Wikimedia Foundation | 8,181,774 | 10,496,890 | 18,678,664 | 14,010,658 | 4,668,006 | | 4,668,006 |
| Develop educational content under a free license | Wikimedia Foundation - Chandigarh Edition | | 3,341,205 | 3,341,205 | 2,934,393 | 406,812 | | 406,812 |
| Understanding the Socio-Economic Impact of Copyright in the Digital Economy (CODE Project) | Derechos Digitales | | 720,920 | 720,920 | 3,100 | 717,820 | ¥ | 717,820 |
| Pervasive Technologies | International Development Research Centre | 2,295,653 | 4,773,773 | 7,069,426 | 7,247,238 | (177,812) | (177,812) | |
| Research on study of Journalism | University of Oxford | | 200,186 | 200,186 | 323,247 | (123,061) | (123,061) | |
| Non-Visual Desktop Access and National Resource Kit | Hans Foundation | 2,930,327 | | 2,930,327 | 3,048,313 | (117,986) | (117,986) | |
| Research and Advocacy on Freedom of Expression and Internet Governance | John D and Catherine T MacArthur Foundation | 2,648,993 | | 2,648,993 | 3,141,683 | (492,690) | (492,690) | |
| Explore the challenges and opputunities related to the use of big data in India | John D and Catherine T MacArthur Foundation | 2,474,824 | , | 2,474,824 | 2,246,596 | 228,228 | | 228,228 |
| Programmatic and Core Costs | Kusuma Foundation | 2,695,743 | | 2,695,743 | 2,697,093 | (1,350) | (1,350) | |
| Total | | 24,812,603 | 33,374,280 | 58,186,883 | 44,034,547 | 14,152,336 | (1,274,626) | 15,426,962 |

Note: The Undisbursed funds of Rs. 1,41,52,336/- as at 31 March 2017 (net of excess applied amounting to Rs. 12,74,626/-) is subject to confirmation by the respective donors.

| | Particula | rs | 2016- Amoun | | 2015 Amou | |
|--------|--|---|----------------|------------|--------------|------------|
| | | | | | | |
| Sched | dule-7 | | | | | |
| Projec | t Income received during the Financial Yea | ar | | | | |
| | | | | | | |
| _ocal | | Centre for the Study of Culture and Society | | | | |
| i) | CSCS Digital Innovation Fund Applying Human Rights Standards/ | [CSCS] | 258,230 | | 774,187 | |
| ii) | Freedom of Expression | Centre for Law and Democracy [CLD] | 25,040 | | 98,960 | |
| iii) | IP and Development Track | Indian Institute of Foreign Trade [IIFT] | | | 1,479,752 | |
| iv) | Digital Activism in Asia | Lepuana University | - | | 531,114 | |
| 10) | Draft Policy on Accessible ICT | | | | | |
| v) | Procurement | UNESCO | | | 637,021 | |
| | Freedom of Expression and Internet Policy | | | | | |
| vi) | in South Asia | Univeristy of Pennysylvania [UPEN] | | | 299,173 | |
| vii) | Intellectual Property Rights Conference | Global Congress [GC] | - | | 10,383,179 | |
| | the data and according discontage of | National Institute for the Visually | | | | |
| | Update and create online directory of | | 294,400 | | | |
| viii) | services for periosn with vision loss in India | Handicapped [NIVH] | 294,400 | | | |
| | | | | 577,670 | | 14,203,380 |
| FC | | | | | | |
| i) | Detecting the Controllers [GSMA] | Privacy International [PI] | 416,340 | | 1,504,101 | |
| ii) | Protecting Privacy in the Global South [Phase 2]-Year 1 | Privacy International [PI] | 165,620 | | | |
| | Protecting Privacy in the Global South | | | | | |
| iii) | [Phase 2]-Year 2 | Privacy International [PI] | 1,994,712 | | 3,048,371 | |
| iv) | Cyber Policy Research agenda for India | Hewlett Foundation | 6,537,000 | | | |
| | Mapping Big Data for Development and Global Goals | LIRNEAsia | 3,790,211 | | | |
| v) | | LINIVEASIA | 0,700,211 | | | |
| | Towards a Networked Economy in | LIBNEASIS | 275.250 | | | |
| vi) | Myanmar | LIRNEAsia | | | | |
| vii) | Contributions for objectives of Mozilla | Mozilla Foundation | 662,173 | | - | |
| viii) | Big Data Development study | University of Manchester | | | | |
| | Develop educational content under a free | Marie Carada Carada Cara | 10,496,890 | | 11,995,927 | |
| ix) | license | Wikimedia Foundation | 10,490,690 | | 11,555,521 | |
| | Develop educational content under a free | Wikimedia Foundation - Chandigarh | 2 244 205 | | | |
| X) | license | Edition | 3,341,205 | | - | |
| | Understanding the Socio-Economic Impact | | | | | |
| | of Copyright in the Digital Economy (CODE | 5 . 5 | 700 000 | | | |
| xi) | Project) | Derechos Digitales | 720,920 | | - | |
| | | International Development Research | 4 770 776 | | 0.754.000 | |
| xii) | Pervasive Technologies | Centre | 4,773,773 | | 6,751,260 | |
| xiii) | Research on study of Journalism | University of Oxford | 200,186 | | - | |
| 15 | Research and Advocacy on Freedom of | John D and Catherine T MacArthur | | | | |
| xiv) | Expression and Internet Governance | Foundation | | | 6,593,625 | |
| | Explore the challenges and opputunities | John D and Catherine T MacArthur | | | | |
| xv) | related to the use of big data in India | Foundation | | | 4,578,734 | |
| xvi) | Programmatic and Core Costs | Kusuma Foundation | | | 15,000,001 | |
| | | | | 33,374,280 | | 49,472,01 |
| | | | | 33,374,200 | | 40,412,01 |
| | | | | | | |

| | Particula | rs | 2016-17 Amount (₹) | 2015-16 Amount (₹) |
|--------|---|---|-----------------------|-----------------------|
| Sche | dule-8 | | | |
| Reven | ue Expenditure against grants during the F | inancial Year | | |
| | ocal | | | |
| | Local | Centre for the Study of Culture and Society | | |
| i) | CSCS Digital Innovation Fund Applying Human Rights Standards/ Freedom of | [CSCS] | 286,700 | 439,708 |
| ii) | Expression | Centre for Law and Democracy [CLD] | - | 25,000 |
| iii) | IP and Development Track | Indian Institute of Foreign Trade [IIFT] | - | 1,270,173 |
| iv) | Digital Activism in Asia | Lepuana University | 808,639 | 236,633 |
| v) | Draft Policy on Accessible ICT Procurement | UNESCO | 496,259 | 128,696 |
| | Freedom of Expression and Internet Policy in | | | |
| vi) | South Asia | Univeristy of Pennysylvania [UPEN] | | 502,305 |
| vii) | | University of Utah | | 813,205 |
| viii) | Intellectual Property Rights Conference | Global Congress [GC] | 1,936,922 | 6,271,341 |
| 2.4 | Update and create online directory of services | National Institute for the Visually Handicapped | 261,180 | |
| ix) | for periosn with vision loss in India | [NIVH] Daisy Consortium | 8.972 | |
| x) | IPR Guidelines for National Cultural Audio Visual A | | 151,833 | |
| XI) | IPA Guidelines for National Guidral Addio Visual A | mana danam dente to Ana ponos g | 3,950,505 | 9,687,06 |
| | FC | | | |
| i) | Detecting the Controllers [GSMA] | Privacy International [PI] | 1,253,637 | 1,037,446 |
| ii) | Protecting Privacy in the Global South [Phase 2]- Year 1 | Privacy International [PI] | 2,560,263 | <u>\$</u> |
| | Protecting Privacy in the Global South [Phase 2]- | Privacy International [PI] | 628,452 | - |
| 111) | Year 2 Internet and free education | Privacy International [PI] | 020,402 | 770,400 |
| iv) | Cyber Policy Research agenda for India | Hewlett Foundation | 2.843.802 | - |
| V) | Strengthening Information Societies Research | | | |
| vi) | Capacity Alliance | Singapore Internet Research Centre | 109,922 | • |
| vii) | Protecting public interest in ICT related policy Mapping Big Data for Development and Global | Burma Project | 1,872 | 1,404,275 |
| viii) | Goals | LIRNEAsia | 361,931 | |
| ix) | Towards a Networked Economy in Myanmar | LIRNEAsia | 7,171 | 2 |
| x) | Contributions for objectives of Mozilla | Mozilla Foundation | 522,219 | - |
| xi) | Big Data Development study | University of Manchester | 41,684 | • |
| viil | Develop educational content under a free license | Wikimedia Foundation | 13.849.134 | 8.899.941 |
| xii) | Develop educational content under a free | Y Initiodia i our dation | 10,010,101 | |
| xiii) | license Understanding the Socio-Economic Impact of | Wikimedia Foundation - Chandigarh Edition | 2,934,393 | |
| | Copyright in the Digital Economy (CODE | | 2008 | |
| xiv) | Project) | Derechos Digitales | 3,100 | |
| xv) | Pervasive Technologies | International Development Research Centre | 7,247,238 | 6,016,162 |
| xvi) | Research on study of Journalism | University of Oxford | 323,247 | - |
| | Non-Visual Desktop Access and National | • | 221222 | H 00/ T-1 |
| xvii) | Resource Kit | Hans Foundation | 3,048,313 | 7,331,910 |
| cviii) | Research and Advocacy on Freedom of Expression and Internet Governance | John D and Catherine T MacArthur Foundation | 3,128,683 | 6,372,909 |
| | Explore the challenges and opputunities related | John D and Catherine T MacArthur Foundation | 2,246,596 | 1,995,351 |
| xix) | to the use of big data in India Programmatic and Core Costs | Kusuma Foundation | 2,615,255 | 11,131,137 |
| ANI | | | 43,726,912 | 44,959,53 |
| | | | 47,677,417 | 54,646,59 |
| Sche | dule-9 | | | |
| | al Expenditure against grants | | | |
| C | furing the Financial Year | | | |
| | FC | | 04.000 | - 00 000 |
| | i) Kusuma Foundation | | 81,838 | 89,900 |
| | i) Wikimedia Foundation | | 161,524 13,000 | 488,080 |
| | iii) MacArthur Foundation | | | 05.500 |
| | iv) Privacy International | | 51,273 | 95,583 |

| Particulars | As at Marc Amou | | As at Marc Amou | 7763 500 |
|---------------------------------------|--------------------|------------|--------------------|------------|
| Schedule-3 | | | | |
| Other Current Liabilities | | | | |
| i) Payable to employees | 229,789 | | 1,909 | |
| ii) Advance from Creative Commons | 45,379 | | 2 | |
| iii) Advance on Article 19 Meetings | 214,651 | | - | |
| iii) Statutory Liabilities | 409,265 | | 35,065 | |
| See Assessment See See Assessment Co. | | 899,084 | | 36,974 |
| Schedule-4 | | | | |
| Cash and Bank Balances | | | | |
| i) Cash in hand | 7,035 | | 26,198 | |
| ii) Cash at bank | | | | |
| a) Current Account | 15,423,923 | | 27,888,743 | |
| b) Term Deposits | 300,000 | | - | |
| ** Provide an allow of Programme | | 15,730,958 | | 27,914,941 |
| Schedule-5 | | | | |
| Loans and Advances | | | | |
| i) TDS Recoverable | 384,856 | | 384,856 | |
| ii) Rent Deposits | 800,000 | | 800,000 | |
| iii) Other Deposits | 500,000 | | | |
| iv) Staff Advances | 797,019 | | 771,822 | |
| v) Other Advances | 405,604 | | 2,165,619 | |
| | _ | 2,887,479 | = | 4,122,297 |
| | | | | |
| Schedule-6 | | | | |
| Advance Recoverable Suspense | 4 400 000 | | 4 462 000 | |
| i) Funds recoverable | 1,463,998 | | 1,463,998 | |
| | | 1,463,998 | | 1,463,998 |
| | | | | |

Note:

Advance recoverable suspense represent amounts suspected to have been misappropriated by one of the Society's employees who was in charge of finance and accounting function during the financial years 2013-14 and 2014-15.

The management is in the process of finalising a sutiable course of action against the alleged suspect for the recovery of the amount.

Schedule-9

Other explanatory notes

(a) During the current year the management identified that, on account of certain mismatches in the TDS returns filed by the Society in earlier years, the tax statement extracted from Income-tax website shows a TDS of Rs. 8,25,220/- as payable by the Society. The Management is in the process of reconciling the mismatches and is of the view that the Society's TDS liability had been duly remitted by the Society as and when due. Accordingly, the management is confident that the mismatch with be reconciled and no liability will accrue to the Society on account of this.

Schedule-10

Significant Accounting Policies

(a) Basis for preparation of financial statements

The Financial Statements of the Society, consisting of Balance Sheet, Receipts & Payments Account and Income & Expenditure Account, are prepared by the Society under historical cost convention, on cash basis of accounting. In the absence of any authoritatively established accounting principles for the specialised aspects related to Societies which do not carry out any commercial activity, the statements

(b) Fixed assets

Fixed assets are stated at cost. Fixed assets purchased towards specific projects are accounted based on fund accounting system. The purchase of fixed assets are recorded as utilisation in the respective fund.

No depreciation is charged on fixed assets since the entire fixed assets relates to specific projects and are accounted on fund accounting system.

(c) Donations and grants

Donations and grants received are recognised as income on receipt of such donation. Donations made with a specific direction that they shall form part of the corpus of the Trust are classified as corpus donations and are directly accounted as society fund receipts in the Balance Sheet.

Grants received from donors which are earmarked with specific budget (specific grants) are accounted based on fund accounting system. The receipts and payments pertaining to the specific fund is accounted in the fund account and the unutilized amount is shown as a liability. Salary cost is allocated to the specific project based on the time spent on specific project estimated on reasonable basis in line with the budget agreed with the donors. Administration and other common expenses are apportioned to the projects to the extent allowable as per the MOU's agreed with the donors.

Unspent amount, if any, at the end of the project period will be returned to the donors if so required by the MOU agreed with the donors.

(d) Reimbursement of expenses

Expenses incurred by the Society which are reimbursed by the donors, are recognized as expenses on actual payment. The reimbursement received from the donors is recognized as income on actual receipt of the amount. Any amount reimbursed in excess of the actual expenses incurred is considered as income and recognized accordingly in the Income & Expenditure account.