

**MUSLIMS MOSQUES AND CHARITABLE TRUSTS
OR
WAKF ACT, No. 51 OF 1956**

Statement of Accounts for the year / half year from to
(Under Section 27)

- 01) Registration No. :
- 02) Name of Trustee or Trustees and their addresses :
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- 03) Name of the Mosque / Thkkiya / Zaviya / Shrine :
- 04) Address of the Mosque / Thkkiya / Zaviya / Shrine :
- 05) No. of the Jama'ath Members :
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- 06) Whether controlled by Board, Committee or Management :
- 07) State if any Wakf property is being managed by the Mosque / Thkkiya / Zaviya / Shrine or
for the benefit of the Mosque / Thkkiya / Zaviya / Shrine :
- 08) Name of donor if known :
- 09) Stipulations, performances and any other conditions attached to same :

INCOME

01)	Contributions received during the period
02)	Collections from :	
	(a) Marriages
	(b) Till Boxes
	(c) Sale of offering such as goats, fowls, seeding etc...
	(d) Other Services
03)	Income from Agricultural properties (attach schedule)
04)	Income from other immovable properties (attach schedule)
05)	Collections for festivals, feasts etc....
06)	Income from Wakf properties managed by the Mosque / Thkkiya / Zaviya / Shrine or for the benefit of Mosque / Thkkiya / Zaviya / Shrine
07)	Particulars of income from any other sources
08)	Other income	
	1.
	2.
	3.
	4.
	5.
	Balance
	TOTAL

EXPENDITURE

01)	Salaries of Katheeb and Imams
02)	Salary of Muazzin
03)	Salary of Cemetery Keeper
04)	Salary of Arabic Teacher
05)	Expenses of Agricultural Properties
06)	Rates and Taxes on immovable properties
07)	Building, Repairing, Restoration and Maintenance of Properties
08)	Relief of poverty among of Muslims
09)	Advancement of Muslims Education
10)	Advancement of Islam generally
11)	Any other purpose beneficial to Muslims such as Orphanage, Home for the Aged, Marriages of the Poor, Burials, Circumcisions etc.
12)	Incidental expenses (attach schedule)
13)	Other religious performances, Rites and Charitable Purposes
14)	Electricity Charges
15)	Legal expenses (attach schedule)
16)	stationery, Postage and Printing
17)	Contributions to Muslim Charities Fund
	Excess of Income over Expenditure
	TOTAL

- 01) Bank Current Account No.
- 02) Name of the Branch of the Bank
- 03) Balance of the commencing year
- 04) Amount of deposited at the current year
- 05) Final Balance of the present year

We declare particulars of Account are true and correct.

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President

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Secretary

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Treasurer

You are instructed to take following steps to maintain the Mosque / Thakkiya / Zaviya / Shrine Accounts

- 01) Issue the receipts immediately to the amount of cash receive.
- 02) Follow the procedure using voucher from for all expenditures.
- 03) Operate a current account at bank in the name of Mosque / Thakkiya / Zaviya / Shrine by the trustees.
- 04) All incomes should be deposited in the bank Account.
- 05) All expenditures should be settled by cheque transaction.
- 06) Statement of account should be exhibited in the notice Board at least every three (03) months, with consent of Trustees.
- 07) Statement of account of every six (06) month or one year should be sent to the Department.