

G.M. OKA & CO.
CHARTERED ACCOUNTANTS
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AUDITORS' REPORT

Name of the Society: ADVENTIST DEVELOPMENT AND RELIEF AGENCY

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of **ADVENTIST DEVELOPMENT AND RELIEF AGENCY** which comprise the Balance Sheet as at March 31, 2017, and the Statement of Income and Expenditure for the year ended, and a summary of significant accounting policies and other explanatory information.

MANAGEMENTS RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the Trust in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India. This responsibility includes the design, implementation and maintenance of internal control relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Trust's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



OPINION

In our opinion and to the best of our information and according to the explanations given to us, the financial statements give the information required by the Act in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:

- a) In the case of the Balance Sheet, of the state of affairs of the Trust as at March 31, 2017;
- b) In the case of the Income and Expenditure Account, of the Deficit for the year ended on that date; and

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

We further report that:

- a) We have obtained all the information and explanations which, to the best of our knowledge and belief were necessary for the purpose of our audit.
- b) In our opinion proper books of accounts as required by the law have been kept by the Society so far as appears from our examination of those books.
- c) In our opinion, the Balance Sheet and the Income and Expenditure Account dealt with by this report comply with the Accounting Standards issued by the Institute of Chartered Accountants of India to the extent they are applicable to societies registered under The Societies Registration Act, 1860.
- d) In our opinion and to the best of our information and according to the explanations given to us, the said accounts give the information required by the Societies Registration Act, 1860 in the manner so required read together with other notes thereon and **subject to annexure to audit report attached** give true and fair view in conformity with the accounting principles generally accepted in India.

FOR G. M. OKA & CO.
CHARTERED ACCOUNTANTS
Firm Regn. No.107185 S



(A. S. ALVA)
PARTNER
MEMBERSHIP NO. 17386

PLACE: PUNE

DATE: 7 SEP 2017



ADVENTISTS DEVELOPMENT AND RELIEF AGENCY

SCHEDULES ATTACHED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31ST MARCH, 2017 AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON THAT DATE

SCHEDULE: IX: NOTES TO ACCOUNTS

A: ACCOUNTING POLICIES

- i) Excess expenditure over donor's commitment not receivable, in respect of designated projects, are treated as expenses of the society and accordingly charged to Income and Expenditure Account.
- ii) Assets acquired out of specific donations received for that purpose are capitalized in the books by appropriate credit to Capital Reserve. Depreciation on such assets is charged to Income and Expenditure Account by transferring the equivalent account from Capital Reserve.
- iii) Depreciation on assets is charged according to W.D.V. method as under:

Furniture	18.10%
Computer	40.00%
Vehicles	25.89%
Other Assets	13.91%
- iv) Transactions in Foreign currency bank account have been recorded as per the rate of exchange prevailing at the time of credit/debit of transactions in the bank account.

B: OTHER NOTES:

- (i) Confirmation of balance/statement of accounts in respect of receivables and payables has not been received in all cases.
- (ii) Foreign Contribution funds received and are disbursed to local bank accounts for implementation of projects. Disbursements to local bank accounts have been shown as utilization in these accounts. The related closing balances in local accounts and utilization from such local bank accounts have not been incorporated in the books of accounts.



ADVENTISTS DEVELOPMENT AND RELIEF AGENCY

ANNEXURES ATTACHED TO AND FORMING PART OF THE AUDIT REPORT:-

1] EARMARKED FUNDS: -

The Earmarked Funds Include Following Funds

Sr. No.	Particulars	(₹)
1	Building Fund	51,17,000.00
2	Vehicle Reserve	30,27,797.68
3	Capacity Building Fund	36,851.74
4	Project Shortfall Fund	5,46,897.84
5	Gratuity Fund	37,33,721.38
6	Office Upgradation Fund	29,383.66
7	IDE Rent Fund	7,130.00

We have observed that the funds appearing in the books as above remain unutilized during the year and carried forward in the books.

2] DESIGNATED FUNDS:-

There is a list of funds particularly those given in List 1 attached which have remained unused during the year. It is necessary to review those balances on regular basis and use them on relief projects by obtaining regular feedback from the donors.

3] OTHER RECEICVABLES:-

(A) We find that not much movement is noticed in respect of following receivable balances which are brought forward from last year in the books and are carried down as at the close of the year.

Sr. No.	Particulars	Amount (₹)
(i)	Southern Asia Division	1,61,676.18

In the absence of any statement of accounts and confirmation from this party, we are unable to confirm the recoverability of these dues. In case some of the balances as above are found to be not recoverable, the same may be written off. It may be noted that the above balance is carried forward for the last over 3 years without any change of movement in them.



(B) MISCELLANEOUS RECEIVABLE :- (‘) 3,87,876.00

A party wise list of receivables with ageing is available. However in the absence of sufficient details of receivables explaining the nature of these receivables and lack of confirmation from concerned parties, we are unable to agree about the recoverability of the dues. A Detailed review of individual balances is needed to be done to decide the correct recoverability of each of the dues and to write off the balances which are found to be no longer recoverable.



ADVENTIST DEVELOPMENT AND RELIEF AGENCY

45 KUSUM MARG, H-BLOCK, DLF PHASE-I
GURGAON - 122001, HARYANA

BALANCE SHEET AS AT 31ST MARCH 2017

Liabilities	Sch.	Amount (₹)	Assets	Sch.	Amount (₹)
Capital Reserve :			Cash & Bank Balances	IV	22,925,315.97
Balance as per last year		184,527.91	Amount Due from Sponsoring Agencies Towards Projects	II	3,676,847.53
Balance Sheet			Earmarked Funds	III	-
Add : Prior Period Adjustment			Other Receivables	V	2,546,602.56
Less : Transferred to Income & Expenditure Account			Fixed Assets	VI	1,461,914.23
Current Liabilities & Provisions	I				
Designated Projects	II	1,396,486.17			
Earmarked Funds	III	4,130,936.36			
Income & Expenditure ACCOUNT					
Balance as per last year		12,498,782.30			
Balance Sheet					
Add : Income for the year		13,170,043.93			
		(770,096.38)			
TOTAL (₹)		30,610,680.29	TOTAL (₹)		30,610,680.29

Accounting Policies IX

AUDITOR'S REPORT
As per our report of even date attached.

FOR G.M. OKA & CO.
CHARTERED ACCOUNTANTS
FIRM REGN. NO. : 107185 S

(A.S. ALVA)
PARTNER

MEMBERSHIP NO. 17386

PLACE : PUNE

DATE: 7 SEP 2017



ADVENTIST DEVELOPMENT AND RELIEF AGENCY

45 KUSUM MARG, H-BLOCK, DLF PHASE-1
GURGAON - 122001, HARYANA

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2017

Expenditure	Sch.	Amount (₹)	Income	Sch.	Amount (₹)
To Administrative Expenses	VII	9,954,724.39	By Recovery from Projects		5,744,859.19
To Workers Sal. & Allowances		10,005,590.00	By Other Income	VIII	10,931,919.75
To Depreciation	VI	334,525.81	By ADRA HQ & SUD Appropriation		1,310,853.00
			By Bank Interest		1,537,111.88
By Excess of Expenditure over Income		(770,096.38)			
TOTAL (₹)		19,524,743.82	TOTAL (₹)		19,524,743.82

Accounting Policies 11 IX

AUDITORS' REPORT :

As per our report of even date attached.

FOR G.M. OKA & CO.
CHARTERED ACCOUNTANTS
FIRM REGN. NO. : 107185 S

(Signature)
(A.S. ALVA)
PARTNER
Membership No.: 17386

PLACE : PUNE
DATE :
- 7 SEP 2017



DIRECTORS



(Signature)



(Signature)



ADVENTIST DEVELOPMENT AND RELIEF AGENCY
45 KUSUM MARG, H-BLOCK, DLF PHASE-1
GURGAON - 122001, HARYANA

**SCHEDULES ATTACHED TO AND FORMING PART OF THE BALANCE SHEET
AS AT 31ST MARCH, 2017**

SCHEDULE : I : CURRENT LIABILITIES

Particulars	AS ON 31.3.2017 Amount (₹)	AS ON 31.3.2016 Amount (₹)
ADRA Asia Regional Office	1,311,299.17	(341,835.17)
P.F. Payable		48,162.00
SRI Durga Security Services	20,352.00	
Courier Expenses Payable	336.00	
Advance to Employees	61,022.00	
Communication Expenses Payable	3,477.00	
TOTAL (₹)	1,396,486.17	(293,673.17)

ADVENTIST DEVELOPMENT AND RELIEF AGENCY

SCHEDULE : IV : CASH AND BANK BALANCES.

Particulars	AS ON 31.3.2017 Amount (₹)	AS ON 31.3.2016 Amount (₹)
Petty Cash	-	-
Bank of America-FCRA-CA-210-100-10	-	1,151,698.75
ICICI 000705006012	-	54,226.56
Axis - ADRA India (Admin) # 465205	1,122,796.98	2,508,628.86
Axis - Help A Child Help The World # 400041	121,272.16	115,422.08
Kotak Bank - ADRA India Gratuity # 501398	3,980,389.93	3,203,561.93
Axis - 10+Plan Project - # 115981	13,590.59	17,059.51
Kotak Bank - SUB FCRA # 379874	-	3,016,409.84
Kotak Bank - Depreciation Fund - # 378867	1,035,572.00	633,055.00
HDFC BANK - ADRA INDIA # 7610	239,397.03	342,336.50
Kotak - ADRA India Admin # 9783	831,330.38	-
KOTAK BANK-FCRA # 4564	2,145,278.90	-
Fixed Deposit - Building Fund	7,242,506.00	6,500,000.00
Fixed Deposit - Project Short Fall Fund	1,220,383.00	1,500,000.00
Fixed Deposit - Admin Fund	2,109,072.00	-
Fixed Deposit - Vehicle Reserve	2,863,727.00	-
TOTAL (₹)	22,925,315.97	19,042,399.03

ADVENTIST DEVELOPMENT AND RELIEF AGENCY

SCHEDULE : V : OTHER RECEIVABLES

Particulars	AS ON 31.3.2017 Amount (₹)	AS ON 31.3.2016 Amount (₹)
Southern Asia Division	161,676.18	161,676.18
ADRA International	774,429.51	474,379.51
ADRA Germany	251,952.67	(93,281.94)
Northern India Union	14,075.00	-
Staff Advance (Exhibit 1)	384.00	-
Rent Deposit - Finance Director	46,000.00	46,000.00
RENT DEPOSIT - COUNTRY OFFICE	140,750.00	140,750.00
Miscellaneous Receivables (Exhibit 2)	387,876.00	598,178.05
Accrued Interest Receivable	-	566,812.00
TDS Interest Receivable	769,459.20	98,579.00
TOTAL (₹)	2,546,602.56	1,993,092.80



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**ADVENTIST DEVELOPMENT AND RELIEF AGENCY
SCHEDULES ATTACHED TO & FORMING PART OF THE INCOME &
EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2017
SCHEDULE : VII : ADMINISTRATIVE EXPENSES**

Particulars	Amount (₹)
Travel - National	102,032.00
Travel - Domestic Ground	162,950.20
Travel - International	318,043.00
Travel - Country Office (M &E)	27,162.00
Gratuity	301,001.00
Staff Training & Development	3,500.00
PR/Meetings/Entertainment	218,054.00
Recruitment Costs	8,596.00
Contingency Cost	163,226.94
Board Meeting Expenses	64,490.00
Audit and Legal Fees	511,226.00
Proposal Writing & Development	1,112,442.00
Audit Fee	84,247.00
Bank Charges	429,426.45
Accounting Software	2,000.00
Prior Period Expenses	88,318.05
Fund Raising Expense	15,540.00
Overhead expenses	2,616,961.11
Office Supplies	179,260.00
Courier Cost	5,351.00
Communication	312,963.25
Annual Report	32,000.00
Web Page Development	33,275.00
Office Rent and Utilities	1,797,669.00
Equipment Repair & Maintenance	265,151.00
Equipment Insurance	20,596.00
Vehicle - Fuel	67,020.00
Vehicle - Repairs and Maintenance	41,510.00
Vehicle - Insurance	64,933.00
Generator Repairs & Maintenance	53,282.00
Vehicle Running Cost	786.00
Loss On Sale Of Asset	92,536.39
Allocated fund Expenses (Schedule III Earmarked Fund)	759,176.00
TOTAL (₹)	9,954,724.39

SCHEDULE : VIII : OTHER INCOME

Particulars	Amount (₹)
Overhead Income	5,596,488.72
Proceeds From Sale Of Plant Assets	340,000.00
Miscellaneous Income	3,947,237.03
Other Income gratuity - allocated fund	845,959.00
Allocated fund Income (Schedule III Earmarked Fund)	202,235.00
TOTAL (₹)	10,931,919.75



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ADVENTIST DEVELOPMENT AND RELIEF AGENCY
45 KUSUM MARG, H-BLOCK, DLF PHASE-1
GURGAON - 122001, HARYANA
Schedules attached to and forming part of the Balance Sheet as at 31/03/2017
Schedule II - Designated Funds

Name of the Project	Opening Balances as on 01/04/2016		Project Income during the year (Net activity)	Utilisation of Funds during the year (Net activity)	Transfer / Adjustments		Balance as on 31/03/2017		Closing Balances As On 31/03/2017	
	Balance to be spent	Receivable from Sponsor			Debit	Credit	Balance to be spent	Receivable from Sponsor	Closing Balances As On 31/03/2017	
									Balance to be spent	Receivable from Sponsor
FCRA PROJECTS										
AF NICRA	630,425.41	-						630,425.41		
Assam School Project	-	11,933.00	11,933.00							
AUSTRALIAN EMBSSY	11,731.00	0.00		11,731.00						
BANEGA SWACCH INDIA (BSI)	221,376.00	-		221,376.00						
Bihar Flood 2016	-	-	20,158.00							
Banega Swachh India (BSI Phase II)	-	-	1,853,802.79	1,853,802.79						1,853,802.79
CGPP OCT2016 - SEPT2017	-	-	392,119.00	392,119.00						392,119.00
FAIZAL SHABANA TAMIL NADU FLOOD 2016	-	173,576.00	173,576.00							
Global Fund	-	60,377.00	60,377.00							
GLOBAL FUND NEW FUNDING MODEL	-	1,002,706.00	591,510.34							
GLOBAL PROJECT	106,569.00	-		106,569.00						411,195.66
Help a child help the world	95,658.25	-		95,658.25						
Help a child help the world	-	-		25,941.75						25,941.75
HIP 2015	-	42,970.02	42,970.02							
KALYAN PROJECT	-	100,664.00	100,664.00							
Lebara 2	-	431,537.60	65,310.06							
LESS PROJECT	-	1,266,109.00	1,781,639.05							
LESS Project	-	-	2,458,382.99							
Livelihood Support for Refugees	-	-		23,083.28						23,083.28
MANIPUR FLOOD RESPONSES 2015	207,157.05	-		207,157.05						
MYEP	-	10,015.00	10,015.00							
NEIHALSP	-	1,562,788.44	1,562,788.44							
PLANS	-	-		523,167.75						523,167.75



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Name of the Project	Opening Balances as on 01/04/2016		Project Income during the year (Net activity)	Utilisation of Funds during the year (Net activity)	Transfer / Adjustments		Balance as on 31/03/2017	Closing Balances As On 31/03/2017	
	Balance to be spent	Receivable from Sponsor			Debit	Credit		Balance to be spent	Receivable from Sponsor
Phallin Cyclone Network	993,002.40	-		993,002.40					
Polio Eradication India	355896.13	0.00		355896.13					
Polio Eradication India 2	-	1,186,595.01	1,186,595.01						
Rapid Emergency Assistance Flood Tamil N	0	151,397.75	151,397.75						
REFUGEE INNOVATIVE PROG	51683.31	0.00		51683.31					
SUICIDE INTERVENTION	2,615.00			2,615.00					
TAMIL NADU FLOOD RECOVERY (L&T) 20	-	45,371.00	29,470.06	35,938.76			(81,309.76)		81,309.76
THE AMMADO FOUNDATION	42,329.31						71,799.37		
UNICEF WEST BENGAL POLIO	434,640.54						434,640.54		
Uttarakhand Network	860,934.71			860,934.71					
West Bengal Polio Project		486,992.00	486,992.00						
TOTAL PROJECTS	4,014,018.11	6,533,031.82	8,733,778.72	5,760,676.18			454,088.83	4,130,936.36	3,676,847.53



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ADVENTIST DEVELOPMENT AND RELIEF AGENCY
45 KUSUM MARG, H-BLOCK, DLF PHASE-1
GURGAON - 122001, HARYANA
SCHEDULES ATTACHED TO AND FORMING PART OF THE BALANCE SHEET
AS AT 31ST MARCH, 2017

SCHEDULE : VI: FIXED ASSETS

Particulars	GROSS BLOCK				DEPRECIATION				NET BLOCK	
	As on 1.04.2016 Amount (₹)	Additions during the year Amount (₹)	Deductions during the year Amount (₹)	As on 31.03.2017 Amount (₹)	For the year Amount (₹)	Deductions during the year Amount (₹)	Adjustments made during the year Amount (₹)	As on 31.03.2017 Amount (₹)	As on 31.03.2016 Amount (₹)	
Furniture & Equipments	2,585,927.94	440,742.00	355,963.35	2,670,706.59	166,216.45	300,987.06	-	1,143,194.36	923,645.10	
Computers	554,155.67	-	-	554,155.67	91,902.24	-	-	449,302.50	196,755.41	
Vehicles	1,890,248.00	-	1,029,852.00	860,396.00	76,407.12	992,291.90	-	213,866.70	327,833.92	
TOTAL (₹)	5,030,331.61	440,742.00	1,385,815.35	4,085,258.26	334,525.81	1,293,278.96	-	2,623,344.03	1,461,914.23	1,445,234.43

(Amount in ₹)








ADVENTIST DEVELOPMENT AND RELIEF AGENCY
45 KUSUM MARG, H-BLOCK, DLF PHASE-I
GURGAON - 122001, HARYANA

Schedules attached to and forming part of the Balance Sheet as at 31/03/2017
 Schedule III - Earmarked Funds

Name of the Project	Opening Balances as on 01/04/2016		Project Funds and Other Income during the year	Transfer / Adjustments		Balance as on 31/03/2017	Closing Balances As On 31/03/2017		
	Balance to be spent	Receivable from Sponsor		Utilisation of Funds during the year	Debit		Credit	Balance to be spent	Receivable from Sponsor
Capacity Building	36,851.74	-				36,851.74			
Gratuity Fund	2,977,745.38	-	1,056,977.00			3,733,721.38			
Office Upgradation	231,618.66	-	202,235.00			29,383.66			
Social & Spiritual Funds	-	-				-			
Development Fund	-	-				-			
Disaster Response Fund	-	-				-			
Vehicle Reserve	3,027,797.68	-				3,027,797.68			
Fund for project shortfall	546,897.84	-				546,897.84			
IDP Rent Fund	3,930.00	-	3,200.00			7,130.00			
Office Building Fund-	5,117,000.00	-				5,117,000.00			
TOTAL Earmarked Funds	11,941,841.30	-	1,060,177.00	503,236.00	-	12,498,782.30	12,498,782.30	-	



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ADVENTIST DEVELOPMENT AND RELIEF AGENCY

EXHIBITS ATTACHED TO AND FORMING PART OF
THE BALANCE SHEET AS AT 31ST MARCH, 2017

ADVENTIST DEVELOPMENT AND RELIEF AGENCY

EXHIBIT: 1: STAFF ADVANCE

Particulars	AS ON 31.3.2017 Amount (₹)	AS ON 31.3.2016 Amount (₹)
Priyesh Masih	384.00	
TOTAL (₹)	384.00	-

EXHIBIT: 2 : MISC. RECEIVABLE

DATE	Particulars	REF	AS ON 31.3.2017 Amount (₹)	Yealy Total	Year
31-03-2008	TO COR BV 512 & 516	JV 263	1,460.00		
31-03-2008	ADJUSTING ENTRY	JV 280	15,972.00	17,432.00	2008
31-03-2009	RECONCILIATION WITH GFM	BV 757	12,000.00	12,000.00	2009
31-03-2011	TO ALLEVIATE-NEW SERVER	BV 0757	149,555.00	149,555.00	2011
28-08-2012	GUA-BAGDOGRA RAKESH KUMR	JV 0235	4,050.00		
31-08-2012	HOTEL STAY ADV KASHMIR	BV 0365	98,910.00		
31-08-2012	CGPP REVIEW KASHMIR	BV 0387	20,667.00		
24-09-2012	VV FAMILY SUPPORT	BV 0503	10,000.00		
25-09-2012	HOUSE AGREEMENT	BV 0504	19,200.00		
31-10-2012	AIR TICKET BOOKED	JV 0353	12,800.00		
30-11-2012	AIR TICKET BOOKING	JV 0374	17,300.00		
04-12-2012	SALARY FOR NOV 12	BV 0699	25,962.00	208,889.00	2013
			387,876.00	387,876.00	



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ADVENTIST DEVELOPMENT AND RELIEF AGENCY

ANNEXURE ATTACHED TO AND FORMING PART OF THE BALANCE SHEET AS AT 31ST MARCH, 2017

LIST 1: DESIGNATED FUNDS

Particulars	AS ON 31.3.2017 Amount (₹)	AS ON 31.3.2016 Amount (₹)	AS ON 31.3.2015 Amount (₹)	AS ON 31.3.2014 Amount (₹)	AS ON 31.3.2013 Amount (₹)
AF NICRA	630,425.41	630,425.41	630,425.41	630,425.41	630,425.41
Help a Child Help The World	-	95,658.25	95,658.25	95,658.25	69,390.60
UNICEF West Bengal Poio	434,640.54	434,640.54	434,640.54	434,640.54	39,183.93
TOTAL (₹)	1,065,065.95	1,160,724.20	1,160,724.20	1,160,724.20	738,999.94



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