

OFFICE OF THE BOARD OF WAKFS WEST BENGAL

6/2, Madan Street, Kolkata - 700 072

STATEMENT OF ANNUAL ACCOUNTS U/S 46 (2) OF THE WAKF ACT 1995

FOR THE YEAR : _____
(April to March)

E.C. No. : _____ D.C. No. : _____

Class of Wakf :

Name of Wakf Estate :

Phone Number :

Name & Address of the Mutawalli

Name :

Village / Street :

Post Office :

Police Station :

Town :

District :

Signature of the Mutawalli

N. B.

As per provision of Section 44, 46 & 72 of the Wakf Act 1995 every Mutawalli may note for their guidance that :-

- A) Submission of Budget by 31st December every year.
- B) Submission of account by 1st May every year.
- C) Payment of Wakf contribution annually is obligatory.

Please note that failure to do so makes liable for removal U/S 61 (1) (b) and (h) & 64 (g) & (j) or *Suo Moto* assessment will be made U/S 72 (6) of the said Act 1995.

RECEIPTS

- 01) **Opening Balance**
- A) Cash in Hand Rs.
- B) Cash at Bank Rs.
- Name of the Bank A/C No
- Total = (a+b)** Rs.
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- 02) **Rent from house properties**
- A) No. of Tenants (List of Tenant enclosed)
- B) Outstanding rent (of the previous year) Rs.
- C) Demand of Current year rent Rs.
- D) Total (B+C) Rs.
- E) Collection during the year Rs.
- F) Outstanding Balance (of the current year) (D-E) Rs.
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- 03) **From agriculture Land**
- Total Enrolled Wakf Properties :
- A) Agricultural land :
- B) Non Agricultural land :
- C) Pond / Garden etc :
- D) Encroachment etc. :
- Total :**
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- 04) A) Gross Income from paddy Rs.
- B) Gross Income from Straw Rs.
- C) Gross Income from Ors. Crops Rs.
- D) Gross Income from Pond/Fisheries Rs.
- E) Gross Income from Garden Rs.
- F) Rabi Crops Rs.
- Total (A to F)** Rs.
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- 05) Nazrana (in respect of pirottar Wakf Estate) Rs.
- 06) Income from Hoarding Rs.
- 07) **Interest received** Rs.
- A) From Fixed Deposit Rs.
- B) From S/B A/C Rs.
- Total (A+B)** Rs.
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- 08) Annuity from Govt. Rs.
- 09) Income from any other source (Details to be mentioned) Rs.
- 10) **Donation :** Rs.
- A) Donation from Tenants Rs.
- B) Donation / Subscription from public Rs.
- C) Donation / Subscription from members Rs.
- D) Friday collection Rs.
- E) Deposit Money Received Rs.
- F) Sale proceeds of (Specify the source) Rs.
- Total (A to F)** Rs.
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- 11) A) Loan if any (Details to be mentioned) Rs.
- (Subject to approval by the Board) Rs.
- B) Recovery of Advance Rs.

Total (A + B)

Grand Total Rs.

Signature of the Mutawalli.

PAYMENTS

01)	Statutory Dues		
	A) Arrear Govt. Tax paid	Rs.	
	B) Current Govt. Tax paid	Rs.	
	C) Arrear C.M.C. Tax paid	Rs.	
	D) Current C.M.C Tax paid	Rs.	
	E) Water Tax / Cannel Cess paid	Rs.	
	F) Income Tax paid	Rs.	
	G) Panchayet Tax	Rs.	
	H) Other Tax (Pl Specify)	Rs.	
	Total (A to G)		Rs.
02)	Maintenance of Wakf Properties		
	A) Cultivation Expenses	Rs.	
	B) Repairing Expenses of Wakf building	Rs.	
	C) Other Expenses if any	Rs.	
	Total (A ro C)		Rs.
03)	Development of Wakf properties		Rs.
04)	Mosque		
	A) Salary of Imam	Rs.	
	B) Salary of Moazzen	Rs.	
	C) Electricity / Fuel	Rs.	
	D) Ramzan & Tarabi etc.	Rs.	
	E) Other Exp.	Rs.	
	Total (A to E)		Rs.
05)	Expenditure as per Wakif direction		
	A) Religious	Rs.	
	B) Charitable	Rs.	
	C) Education Stipend	Rs.	
	D) Trust / Madrasha	Rs.	
	E)	Rs.	
	Total (A to E)		Rs.
06)	Other Expenditure		
	A) Donation / Subscription to Charitable Institution	Rs.	
	B)	Rs.	
	Total (A to B)		Rs.
07)	Allowances		
	A) Beneficiary Paid	Rs.	
	B) Other allowance	Rs.	
	C) Mutawalli remuneration	Rs.	
	D) T.A.	Rs.	
	Total (A to D)		Rs.
08)	Office Expense		
	A) Pay of Staff	Rs.	
	B) Wages	Rs.	
	C) Electricity	Rs.	
	D) Telephone	Rs.	
	E) Other	Rs.	
	Total (A to E)		Rs.
09)	Other Dues		
	A) Wakf Contribution	Rs.	
	B) Administrative Charge	Rs.	
	C)	Rs.	
	Total (A to C)		Rs.
10)	Law Cost		
	A) Recovery Cases	Rs.	
	B) E J Suit	Rs.	
	C) Other Suit	Rs.	
	Total (A to C)		Rs.
11)	Refund of :		
	A) Advance / Loan	Rs.	
	B) Deposit	Rs.	
	C) Rent / etc.	Rs.	
	Total (A to C)		Rs.
	Closing Balance		
	Cash in hand	Rs.	
	Cash at Bank	Rs.	
	Total		Rs.
	Grand Total		Rs.

Signature of the Mutawalli.

