

HEMCHAND YADAV VISHWAVIDYALAYA, DURG

DEPARTMENT OF PHYSICAL EDUCATION

FINANCIAL FORMATS FOR SPORTS ACTIVITIES

Income-Expenditure Statement • Advance Adjustment • Utilization Certificate

FORMAT 1: INCOME-EXPENDITURE STATEMENT

HEMCHAND YADAV VISHWAVIDYALAYA, DURG

Department of Physical Education

INCOME AND EXPENDITURE STATEMENT

Name of Sport/Event:	
Tournament Type:	<input type="checkbox"/> Inter Zone <input type="checkbox"/> Inter University <input type="checkbox"/> Selection Trials <input type="checkbox"/> Other
Venue:	
Date(s):	From: _____ To: _____
Team Manager/Coach:	
No. of Participants:	Players: _____ Officials: _____ Support Staff: _____

PART A: INCOME/RECEIPTS

S.No	Source of Income	Amount (₹)
1	Advance Received from University (Vide Voucher No. _____)	
2	Grant/Sponsorship from AIU/Government/Other Sources	
3	Participation Fee (if any)	
4	Other Income (Specify): _____	
TOTAL INCOME (A)		

PART B: EXPENDITURE

S.No	Particulars of Expenditure	Bill/Voucher No.	Date	Amount (₹)
1	TRANSPORTATION			
1.1	Rail/Air Fare (Actual)			
1.2	Bus/Taxi/Auto Charges			
1.3	Vehicle Hire/Rental Charges			
	Sub-Total (Transportation)			
2	ACCOMMODATION			
2.1	Hotel/Lodge Charges			
2.2	Guest House/Dormitory Charges			
	Sub-Total (Accommodation)			
3	FOOD & REFRESHMENTS			
3.1	Breakfast/Lunch/Dinner			
3.2	Tea/Snacks/Refreshments			
	Sub-Total (Food)			
4	SPORTS EQUIPMENT & KITS			
4.1	Sports Kits/Uniforms/Jerseys			
4.2	Sports Equipment/Accessories			
4.3	Sports Shoes/Footwear			
	Sub-Total (Equipment)			
5	REGISTRATION & FEES			
5.1	Tournament Entry/Registration Fee			
5.2	Affiliation/Membership Fee			
	Sub-Total (Fees)			
6	MEDICAL & INSURANCE			
6.1	Medical Expenses/First Aid			
6.2	Insurance Premium			
	Sub-Total (Medical)			
7	MISCELLANEOUS			
7.1	Printing/Photocopying			
7.2	Communication/Mobile/Internet			
7.3	Contingency/Other Expenses (Specify)			
	Sub-Total (Miscellaneous)			
	TOTAL EXPENDITURE (B)			

PART C: SUMMARY AND BALANCE

Total Income (A)	₹
Total Expenditure (B)	₹
Balance: Surplus/(Deficit) = (A) - (B)	₹

Note: All supporting bills, vouchers, and receipts are attached herewith.

Certified that the above expenditure is correct and has been incurred for the purpose stated.

Signature: _____

Name: _____

Team Manager/Coach

Date: _____

Signature: _____

Name: _____

Director, Physical Education

Date: _____

FORMAT 2: ADVANCE ADJUSTMENT STATEMENT

HEMCHAND YADAV VISHWAVIDYALAYA, DURG

Department of Physical Education

STATEMENT FOR ADJUSTMENT OF ADVANCE

Name of Sport/Event:	
Name of Payee:	
Designation:	
Bank Account Details:	A/c No: _____ IFSC: _____

Particulars	Amount (₹)
1. Advance Drawn (As per Voucher No. _____ dated _____)	
2. Total Expenditure (As per Income-Expenditure Statement)	
3. Balance Amount (1 - 2):	
Status:	
<input type="checkbox"/> Balance to be Refunded to University	
<input type="checkbox"/> Additional Amount to be Claimed from University	

Note: Original bills, vouchers, and supporting documents are attached.

CERTIFICATION

I hereby certify that:

1. The advance amount mentioned above was drawn by me for the stated purpose.
2. The expenditure has been incurred strictly for the purpose for which advance was sanctioned.
3. All supporting bills, vouchers, and documents are genuine and attached herewith.
4. The balance amount, if any, will be refunded/claimed as per university rules.

Signature: _____

Name: _____

Payee/Team Manager

Date: _____

Checked & Verified

Signature: _____

Accounts Officer

Date: _____

Approved by:

Signature: _____

Director, Physical Education

Date: _____

Signature: _____

Registrar/Finance Officer

Date: _____

FORMAT 3: UTILIZATION CERTIFICATE
HEMCHAND YADAV VISHWAVIDYALAYA, DURG
Department of Physical Education
UTILIZATION CERTIFICATE

UC No.: _____

Date: _____

To,

The Registrar / Finance Officer
Hemchand Yadav Vishwavidyalaya, Durg

Subject: Utilization Certificate for Sports Activity/Tournament

Sir/Madam,

This is to certify that:

1. Name of Sport/Event:	
2. Tournament Type:	
3. Venue:	
4. Date(s) of Event:	From: _____ To: _____
5. Sanctioned Amount:	₹ _____
6. Amount Utilized:	₹ _____
7. Balance Amount (if any):	₹ _____
8. Voucher/Sanction No.:	
9. Date of Sanction:	

Certified that:

- a) The amount sanctioned has been utilized for the purpose for which it was sanctioned.
- b) The expenditure has been incurred in accordance with the financial rules and regulations of the University.
- c) All terms and conditions stipulated in the sanction order have been complied with.
- d) The unutilized balance amount, if any, has been refunded/will be refunded to the University.
- e) All supporting bills, vouchers, and documents are maintained as per audit requirements.
- f) The Income-Expenditure Statement and Advance Adjustment Statement are enclosed herewith.

Enclosures:

1. Income-Expenditure Statement
2. Advance Adjustment Statement
3. Original Bills and Vouchers

4. Supporting Documents (as applicable)

Signature: _____

Name: _____

Director, Physical Education

Date: _____

Seal:

Countersigned by:

Signature: _____

Name: _____

Registrar/Finance Officer

Date: _____

For Office Use Only

Checked and Verified by Accounts Section

Signature: _____

Name: _____

Accounts Officer

Date: _____

Hemchand Yadav Vishwavidyalaya, Durg