

[See rule 289]

Audit report under rule 289(12) in the case of the electoral trust

Part A: Particulars of the Electoral Trust							
1.	Name:				<i>(refer Note 1)</i>		
2.	Address:				<i>(refer Note 2)</i>		
3.	Permanent Account Number (PAN):						
4.	E-mail Id:						
5.	Contact Number:				Country Code	Number	
Part B: Other Information							
6.	Details of contributions received and distributed:						
	(i)	Total amount of contributions received in the tax year:					
	(ii)	Total amount of contributions distributed to eligible political parties:					
	(iii)	Amount of contributions utilised for administrative or management functions <i>(refer rule 289(8)(a))</i> :					
	(iv)	Surplus brought forward:					
	(v)	Distributable Contributions for the tax year <i>(refer rule 289(8)(b))</i> :					
	(vi)	Whether the contributions received in the tax year have been distributed to eligible political parties?				Yes/ No	
	(vii)	If Yes to (vi), then furnish details as under:					
		Sl. No.	Name of the Political Party	PAN of the Political Party	Amount distributed	Date	Mode
		1.					
		2.	<i>(Repeat, if required)</i>				
	(viii)	Surplus to be carried forward:					
	(ix)	Whether all contributions have been received by account payee cheque or demand draft?				Yes/ No	
	(x)	If No to (ix), then furnish details as under:					
Sl. No.		Name of the person	PAN of the person	Amount distributed	Date	Mode	
1.							
2.		<i>(Repeat, if required)</i>					
(xi)	Whether receipts in respect of all distributions made to political parties have been obtained?				Yes/ No		
(xii)	Whether the list of all contributors has been maintained?				Yes/ No		

	(xiii)	Whether the list of all political parties, to whom the amount distributed, has been maintained?	Yes/ No
7.	Application or use of income or property for the benefit of persons referred to in rule 289(10) (hereinafter referred to in this part as "interested person"):		
	(i)	Whether any transaction in excess of ₹ 20,000 with any interested person? (refer Note 3.A-1)	Yes/ No
	(ii)	Whether any payment was made to any interested person during the tax year by way of salary, allowance or otherwise? (refer Note 3.A-2)	Yes/ No
	(iii)	Whether any part of the contributions received by the trust was lent, or continues to be lent, in the tax year to any interested person? (refer Note 3.A-3)	Yes/ No
	(iv)	Whether any income or property of the electoral trust was diverted during the tax year in favour of any interested person? (refer Note 3.A-4)	Yes/ No
8.	Information pertaining to expenditure incurred by the electoral trust towards administration or management of its affairs:		
	(i)	Whether the administrative or management expenses pertaining to the electoral trust are in accordance with rule 289(8)?	Yes/ No
	(ii)	If Yes to (i), whether the required details are adequately maintained?	Yes/ No
	(iii)	If No to (i), what is the percentage of expenditure incurred by the electoral trust vis-a-vis the total contributions received?	
9.	Other details to be provided as separate enclosure:		(Attach as per Note 3)

Verification

I have examined the Balance Sheet of _____ (name of the electoral trust) as at _____ (dd-mm-yyyy) and the Income and Expenditure Account for the tax year ended on that date and certify that the Balance Sheet and the Income and Expenditure Account are in agreement with the books of account maintained by the said electoral trust.

I have obtained all the information and explanations which to the best of my knowledge and belief were necessary for the purposes of the audit.

In my opinion, proper books of account have been kept by the head office and the branches of the above-named electoral trust visited by me so far as appears from my examination of the books, and proper documents adequate for the purposes of audit have been received from branches not visited by me, subject to the comments given below:

In my opinion and to the best of my information, and according to information given to me, the said accounts give a true and fair view-

- (i) in the case of the Balance Sheet, of the state of affairs of the above-named electoral trust as at _____ (dd-mm-yyyy); and
- (ii) in the case of the Income and Expenditure Account, of the surplus or deficit for its accounting year ending on that date.

The prescribed particulars are made in Part A and B above.

Place:

Signature:

Date:

Name of the accountant:

Designation:

Membership Number:

UDIN, if any:

Name of the Proprietorship/Firm:

Firm Registration Number:

Notes:

1. The name shall include full name of the electoral trust.
2. The address shall include flat/door/building, road/street/block/sector, area/locality, post office, town/city/district, state, country and pin code.
3. With respect to Part B (Sl. No. 9), following details shall be provided as annexures, namely: —

Annexure	Particulars
A-1	If Yes in Part B (Sl. No. 7(i)), then provide the details of transaction in excess of ₹ 20000 with any interested person.
A-2	If Yes in Part B (Sl. No. 7(ii)), then provide the details of payment made to any interested person during the tax year by way of salary, allowance or otherwise.
A-3	If Yes in Part B (Sl. No. 7(iii)), then provide the details of the amount, rate of interest charged and the nature of security.
A-4	If Yes in Part B (Sl. No. 7(iv)), then provide the details of income or property of the electoral trust which was diverted during the tax year in favour of any interested person thereof together with the amount of income or value of property so diverted.

4. This report has to be given by-
 - a. a chartered accountant within the meaning of the Chartered Accountants Act, 1949 (38 of 1949); or
 - b. any person who, in relation to any State, is, by virtue of the provisions of section 141 of the Companies Act, 2013 (18 of 2013), entitled to be appointed to act as an auditor of the companies registered in that State.
5. Where any of the matters stated in this report is answered in the negative, or with qualification, the report shall state the reasons for the same.
6. Some of the information in the form would be pre-filled to the extent possible.
7. The amount mentioned in this form is to be filled in rupees unless stated otherwise.