

ACCOUNTING HEADS OF INCOMES / EXPENSES

S. NO.	ACCOUNTING HEADS OF INCOMES / EXPENSES		I T E M S C O V E R E D
1	Basic salary	1	Basic portion of total salary payable to employees excluding any reimbursement part.
2	Bonus	1	Bonus expense for the year as per provision made at the year end.
3	Incentive to Staff	1	Incentive paid to staff over and above their monthly salary on extraordinary performance (MUST BE APPROVED BY BRANCH AND SUPPORTING MUST BE ATTACHED WITH THE VOUCHER)
4	House Rent Allowance	1	House rent allowance portion of total salary payable to employees.
5	Transport Allowance	1	Transport allowance portion of total salary payable to employees.
6A.	Stipend Account	1	Stipend/apprenticeship charges paid to trainees in operation department.(It will NOT be transferred to conveyance expenses account)
6B.	Stipend payable	1	Stipend amount payable to trainees etc. as on the closing date (stipend as referred in 6A above).
7	Recruitment Expenses	1	Charges paid to consultant or for advertisement in newspaper or any other periodical for recruiting new staff or and their interview, screening, induction etc.
8	Telephone expenses reimbursement	1	Telephone expenses reimbursed to office staff with salary on production of monthly telephone bills
		2	Petty telephone expenses incurred by field boys for official purposes will NOT be reimbursed under this head and will be charged to Petty telephone expenses account.
9	Medical Expenses reimbursement	1	Medical expenses reimbursed to office staff with salary on production of monthly medicines bills.
10A.	Employer's contribution to ESI	1	Will be debited at the time of monthly closing by contribution made by employer towards ESI
10B.	Employees' contribution to ESI payable	1	Will be credited at the time of making provision for salary payable.
		2	Will be debited at the time of making payment of ESI.(With Employees' share)
10C.	ESI payable	1	Will be credited at the time of monthly closing ,by employer's share of ESI .
		2	Will be debited at the time of making payment (With employer's share).
11A.	Employer's contribution to provident fund	1	Will be debited at the time of monthly closing by contribution made by employer towards provident fund excluding PF admin charges and EDLI charges i.e. A/c no. 21
11B.	Employees' contribution to provident fund payable	1	Will be credited at the time of making provision for salary payable.
		2	Will be debited at the time of making payment of PF.(With Employees' share)
11C.	PF payable	1	Will be credited at the time of monthly closing ,by employer's share of PF .
		2	Will be debited at the time of making payment (With employer's share).
12	Provident fund admin charges	1	Total admin charges on provident fund
13	EDLI Charges (PF)	1	A/c No. 21 payment as per PF challan
14A.	Staff Welfare (In office)	1	Lunch/dinner expenses for staff IN THE OFFICE (on late duty/statement day etc.)

		2	General pantry consumable items (tea-coffee bags, water bottles, crockery etc.)
		3	Medicines etc.for maintaining First aid facility at office.
		4	Expenses incurred for any lunch/dinner with guests from branches.(It will NOT go to Travelling expenses account).
14 B.	Staff Welfare (Out of office)	1	Lunch/dinner expenses of staff OUTSIDE THE OFFICE PREMISES.
		2	Expenses incurred for any lunch/dinner outside the office with guests from branches.(It will NOT go to Travelling expenses account).
15	Staff Insurance	1	Staff insurance premium paid to Vipul Mediacorp excluding insurance claim settlement entries. For claim settlement entries a new a/c has to be opened in which claim received from insurance company would be credited and on its payment to concerned employee that a/c would be debited, crediting the employee's imprest a/c.
16	Festival Expenses	1	Diwali expenses & other expenses on festivals.
17	Rates & Taxes	1	Stamp paper charges.
		2	EXCLUDE Filing fees of Company's Annual Return and Other Forms in Companies Act (It will go to Fees and subscription account)
18A.	Conveyance Expenses (Others)	1	Conveyance expenses other than from office to residence and back.
		2	Monthly/daily/periodical/actual charges paid to Dispatch staff and others for bus/auto/richshaw fare (i.e. for actual conveyance expenses incurred).
		3	Late night charges for duty (as overtime) will come in this account only ,
		4	Stipend paid to trainees in operation department will NOT be entered in this account.
18B.	Conveyance Expenses (To and fro residence)	1	Conveyance charges paid to staff for going home late night after OFFICIAL duty.
19	Travelling Expenses - Domestic	1	Expenses of travelling within India for office purposes including expenses incurred for stay and lunch/dinner ,IF PAID by person travelling and not by branch .In case of payment made by branch expenses will be booked by that branch only.
		2	Expenses incurred on stay/accommodation of guests from branches at places not taken on rent through agreement (such as hotel/lodge etc.) WILL BE ENTERED in this account only AND NOT TO RENT / BUSINESS PROMOTION / SALES PROMOTION EXPENSES ACCOUNT.
		3	EXCLUDE any expenses of lunch/dinner with guests from branches. (It will go to Staff welfare expenses account).
20	Travelling Expenses -Foreign	1	Expenses related to travel outside India ,including official expenses incurred outside India.
		2	Without BILLS and AUTHORISATION no entry will be made.
20A.	Free/Concessional tkts to staff	1	Any amount of concession or free tkts given to Employees will be debited to this account
21	Cellular Phone Expenses	1	Expenses of mobile phones owned by the company and used by the employees
		2	EXCLUDE any reimbursed to staff for mobile phone expenses .
22	Telephone Expenses	1	Telephone expenses of landline phones installed in office premises.
		2	EXCLUDE all cellular phone expenses.
		3	EXCLUDE all petty telephone expenses (refer below)
		4	EXCLUDE all purchase or repair of telephone/mobile phone instruments (Purchase of telephones/mobile phones will be capitalised and All repair charges of these items will go to Repair and maintenance-Plant and machinery account)
23	Telephone Expenses (Petty)	1	Telephone expenses incurred by despatch or other staff in the field for official calls made from paid booths etc.(Other than telephone calls charges paid through monthly bills).

24	Courier Expenses	1	No entry will be passed in this account and all courier charges be entered in Postage, Courier & Telegram expenses account (as below).
25	Postage, Courier & Telegram Expenses	1 2	Expenses related to postage stamps purchase, letter post/registered/speed post etc. Courier charges paid billwise/monthly to courier agencies for courier to branches, clients and other offices/places for official purposes.
26	Communication Charges	1 2 3	Internet subscription fee/charges paid to ISPs.(e.g. Spectranet, Mantra-Online, BSNL etc) Internet CD ROMs (Excluding Blank CDs). GPRS charges (Excluding cost of new GPRS card).
27	Printing & Stationery	1 2 3 4 5 6	Forms of all types including passport forms, Paper for printers. BLANK CDs (excluding internet CD ROMS) AND FLOPPIES. All stationery items e.g. pens, folders, yellow slips, highlighters, staplers and pins etc. Printing of ticket jackets, booking-dockets, letter heads,baggage cards,train jackets, visiting cards, white and brown envelops, corporate files, invitation cards, voucher- pads, introduction files, XO books, brochure files and other items of stationery. Cartridges and ribbons for computer printers WILL BE EXCLUDED and taken to COMPUTER MAINTENANCE ACCOUNT. EXCLUDE stamp papers purchase (It will go to Rates and taxes account)
28A.	Vehicle insurance (Non commercial)	1	Insurance charges paid for cars, scooters, motor bikes and other vehicles used for office.(I.e. vehicles held for other than commercial purpose)
28B.	Vehicle insurance (Commercial)		Insurance charges paid for vehicles held for commercial purpose (e.g. Qualis etc.)
29	Lease Rent	1	Only one account named RENT will be maintained in which all types of rents will be passed and no entry of rent or any other expense will be passed in this account.
30 A.	Rent	1 2 3	Rent of office premises. Rent of room taken at airport for facilitation of our airport staff. EXCLUDE guest house rent (It will go to Guest house rent a/c)
30 B.	Guest House Rent	1	Rent of flats, guest houses and other accommodation for employees and guests.
30 C.	Parking Rent	1	Rent of parking space if taken on rent.
30 D.	Rent payable	1	Rent payable referred in 30A above will come in this account
30 E.	Guest House Rent payable		Guest house rent payable referred in 30B above will come in this account
31	Legal & Professional Charges	1 2 3 4 5 6 (a) (b) (c) (d) (e) (f)	Fee paid to Internal auditors for audit work Retainership fees (e.g. for Airlines reco /TDS records maintenance work) Fee paid to any Lawyer etc. for defending any legal case/suit. Fee paid for Assets valuation charges to Valuer for wealth tax return purposes. Fee for Drafting any legal or other document. EXCLUDE-- (a) Any Advisory service/consultancy charges (Referred to as below). (b) Statutory auditor's fee for conducting Statutory audit. (c) Snacks/Lunch/Dinner expenses incurred for Statutory auditors. (d) Any other expenses (such as provision for pick and drop facility)incurred for statutory auditors. (e) Stamp paper purchase. (f) Documents attestation charges paid to notary public.
32	Consultancy Charges	1	Consultancy charges paid to any consultant (e.g. Sales tax / Income tax / Company laws / PF / ESI / Management consultancy,Advisory service).ONLY CONSULTANCY

32	Consultancy Charges	1	and no fees for defending any suit/case or for filing any document /appeal etc.is to be booked.
33A.	Professional Tax (Employer's share)	1	Will be debited by professional tax of employer and directors paid by company.
33B.	Professional Tax (Employees' share) payable	1	Will be credited by employees' share of professional tax at the time of closing of the month.
		2	Will be debited on payment of employees' share.
34	Software Expenses	1	All expenses related to maintenance and upgradation of software.
		2	EXCLUDE Internet charges and Internet CD ROMs.
35	Fees & Subscription	1	Membership fee paid to IATA
		2	Amedeus subscription fee.
		3	Charges paid to Notary public for attestation of any document
		4	Any other fee of related nature.
36	Security Expenses	1	Charges paid for Security services at office premises (e.g. Newstar Securities)
37	Newspapers, Books & Periodicals Expenses	1	Any books purchased by or any other department for use at office.
		2	Monthly charges of Newspapers/Magazines and other periodicals.
		3	Excel books of Flights' schedule information.
38	Meeting & Conference Expenses	1	Expenses incurred for holding any meeting (e.g. conference hall rent)
		2	Lunch/dinner/snacks expenses incurred at the meeting/conference.
		3	Charges related to lunch/dinner/snacks and stay of FCm staff on visit to India .
39	Advertisement Expenses	1	Expenses incurred for giving any advertisement in any newspaper/magazine/TV or Radio channel/Newsletter/periodical etc.for the purpose of business.
		2	EXCLUDE charges paid for advertisement in newspaper or any other periodical for recruiting new staff at office (It will go to Recruitment expenses account).
40	Vehicle Parking Expenses	1	Charges related to parking of vehicles outside office premises.
41A.	Vehicle Petrol Expenses- Non commercial	1	Petrol and Diesel for Non commercial vehicles (I.e. Vehicles used by staff)
		2	Monthly charges for petrol/diesel for vehicles paid to petrol pumps/BPCL etc.
		3	Exclude engine oil (It will go to vehicle maintenance charges)
41B.	Vehicle Petrol Expenses- Commercial	1	Petrol and Diesel for commercial vehicles (Cars-Qualis etc.)
		2	Monthly charges for petrol/diesel for vehicles paid to petrol pumps/BPCL etc.
		3	Exclude engine oil (It will go to vehicle maintenance charges)
42	Car Expenses	1	Payment of hire charges of cars taken on hire and given to Clients as complementary service).
43	Business Promotion Expenses	1	Expenses of snacks, lunch, dinner with client/customer.
		2	Any gift, bouquet etc. presented to client/customer/prospective customer etc.
		3	EXCLUDE expenses incurred for any lunch or dinner with auditors/Guests from branches.
44	Sales Promotion Expenses	1	NO ENTRY WILL BE PASSED IN THIS ACCOUNT .(and all entries of this nature will be passed in Business promotion a/c).
45	Office Expenses	1	General charges of maintenance of office (e.g. crockery, photoframes, small electrical items etc)

		2	EXCLUDE House keeping charges (e.g. Payment to whitehouse)(This will go to Repair and maintenance-Building account)
		3	EXCLUDE pest control charges (e.g. Payment to Aggrawala pest control) (This will go to Repair and maintenance-Building account)
46 A.	Electricity & Generator Expenses	1	Monthly or Bi-monthly power/electricity charges (As per electricity bills).
		2	Generator Diesel expenses.
		3	EXCLUDE any repair/Maintenance of generator (e.g. replacement of any part etc.).
46 B.	Guest House Charges	1	Electricity Charges and other maintenance charges for Guest House will be debited to this account
47	Repair & Maintenance- Plant & Machinery		Maintenance/AMC and repair charges relating to -- (a) Air conditioners (Centralised/Split/Window). (b) Xerox/photostat machines, Ticket validating machines. (c) Faxes, Telephones instruments, Cellular/mobile phones,EPABX systems. (d) LCD projectors,Stabilizers, Fire extinguishers (e) Vacuum cleaners, microwave ovens, lamination machines, Refrigerator (f) Water purifiers, Tea/coffee machines, water dispensers and alike equipments.
48 A.	Vehicle Maintenance (Non commercial)	1	Repair and maintenance charges of vehicles held for other than commercial purpose (i.e. cars, scooters, motor bikes etc.)
		2	EXCLUDE vehicle petrol and parking charges.
		3	EXCLUDE vehicle insurance charges.
48 B.	Vehicle Maintenance (Commerical)	1	Repair and maintenance charges of commercial vehicles (e.g. Qualis)
		2	EXCLUDE vehicle petrol and parking charges.
		3	EXCLUDE vehicle insurance charges.
49	Repair & Maintenance- Building	1	House keeping charges such office cleaning and maintenance expenses.
		2	Expenses for repair of building in case of owned premises.
		3	Will NOT include guest house building maintenance charges.(They will go to Guest house charges)
50	Repair & Maintenance	1	NO ENTRIES TO BE MADE IN THIS ACCOUNT.
51	Repair & Maintenance - Others	1	Repair expenses other than of vehicles, computers, buildings and office equipments.
52	Computer maintenance / Computer expenses / Repair and maint- Computers	1	Maintenance/AMC and repair charges relating to -- (a) Computers (i.e. including its peripheral items like CPU, mouse etc.) (b) Printers (Laser, Dot-matrix, Deskjet) (c) Scanners (d) UPS system.
		2	Purchase of connectors, cords, cables, other networking items, headphones, pen-drives, data travellers, external and internal modems, RAMs, CD-drives, GPRS cards, mother boards, sockets, buttons, switches, adapter etc.EXCLUDING BALNK CDs and floppies.
		3	Printers' Cartridges (Including refilling) and Ribbons etc.
		4	Exclude Internet subscription (ISP) charges, Internet CD ROMs, GPRS charges, Amedeus subscription fee, and all Other charges related to electronic communication.
		5	Exclude purchase of External CD writer (It has to be capitalised)

53	Bank Charges	1	Amount charged by bank for services rendered (e.g. Cheque-book charges,DD charges, amount debited on dishonour of cheque etc.)
		2	EXCLUDE any charges/commission paid for sanctioning higher Cash credit/OD limit, Loan processing fees, Guarantee charges (These will go to Finance Charges).
54	Loss on Sale of Fixed Assets	1	Loss incurred on sale of fixed assets after charging current year depreciation up to the date of sale of asset.
55	Short & Excess expenses	1	Very small expenses or adjustments not classifiable under any other accounting head.
56	Donation	1	Donation made to nay charitable association.
57	Difference in Foreign Exchange	1	Difference between billing amount and amount reported to airlines due to exchange rate fluctuation.
58	Interest on bank loan	1	Interest paid on Bank Cash credit / Overdraft limits.
59	Interest on Vehicle Loans (Non commercial)	1	Interest portion of secured Non commercial vehicle loans repaid during the year.
59A.	Interest on Vehicle Loans (Commercial)	1	Interest portion of secured Commercial vehicle loans repaid during the year.
60	Interest on Other Loan	1	Interest portion of secured/unsecured loans other than vehicle loans, repaid during the year.
61	Prior period expenses	1	Expenses related to prior period (i.e. previous financial year)
62	Prior period income	1	Income related to prior period (i.e. previous financial year)
63	Audit expenses	1	Expenses for Lunch/dinner/snacks with auditors EXCLUDING Internal auditors.
		2	Internal auditors lunch/dinner charges will go to staff welfare account.
64	Finance charges	1	Any charges/commission paid for sanctioning higher Cash credit/OD limit.
		2	Loan processing fees.
		3	Guarantee charges.