

Explanatory Notes to the Budget of MES for 2019-20**1. General**

1.1 The Budget is an estimate of the anticipated Income and Expenditure of an institution for the coming year. Income includes receipts from fees of various types, miscellaneous receipts, etc. Correspondingly, expenditure includes payments on salaries, recurring & non-recurring items, etc. The excess of income over expenditure provides the institution the internal resources to meet capital expenditure on acquisition of assets, additional infrastructure, etc.

1.2 The actuals of the previous year as well as the trends during the first nine months of the current year are taken as the basis for projecting the Income and Expenditure during the coming year. In case of new programs/courses, provisions are made on the basis of estimated activities and their estimated costs.

1.3 A very important aspect of Budget Control is that it should be exercised at the stage of according sanction and not at the stage of submitting of bills for payment. Situations may arise where the budget allocated may be insufficient to meet the expenses under a particular expenditure head of account. In such cases, any unspent amount in other heads of account may be re-appropriated with the detailed justification, on case to case basis. Proposals for additional budget/sanction should be sent separately with proper justifications.

**2. Explanation of Terms**

2.1 The Budget for the year 2019-20 is in two parts: Income and Expenditure.

**3. INCOME**

3.1 Income comprises of the Heads of Accounts set out below.

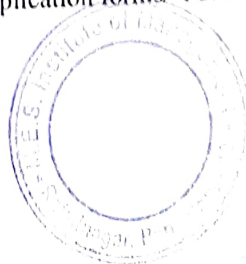
3.2 Tuition Fees: Tuition Fees are fixed by the Management in accordance with guidelines issued by the regulatory authorities from time to time.

3.3 Term Fees: These include fees payable to Government (Board/University), fees for cultural and extra-curricular activities, for value-added programmes, student welfare/amenities/insurance, etc.

3.4 Special Development Fees: This is capped at Rs. 2500 per student per annum as laid down by the regulatory authorities.

3.5 Capital Expenditure Amount: The nomenclature of the Capital Investment Fee collected in earlier years is changed now to Capital Expenditure Amount.

3.6 Other Receipts: These include fees towards Application forms/ TC/Study Certificate, etc.



**4. Expenditure**

4.1 Expenditure will consist of the following Head of Accounts.

**4.2 ESTABLISHMENT EXPENSES:**

4.2.1 Salary of staff includes honorarium and covers temporary staff and those on consolidated salary.

4.2.2 ESIC/EPFO contributions include contributions by the Management.

**4.3 ADMINISTRATIVE EXPENSES:**

4.3.1 Expenditure under this Head of Account have been rationalised/standardised across all the MES institutions. It now comprises of 13 heads of accounts.

4.3.2 Advertisement includes ads in newspapers & other media etc.

4.3.3 Financial Charges includes bank charges.

4.3.4 Office Expenses includes hospitality (Coffee/Tea/Lunch), Meeting Expenses, etc.

4.3.5 Postage/Telephone/Courier includes purchase of stamps, courier charges, telephone/ mobile bills, internet/SMS/web renewal charges and other communications expenses.

4.3.6 Printing & Stationery includes photocopying charges, cartridge refilling and purchase of stationery items.

4.3.7 Registration & Renewals includes all the fee paid to Board/University, affiliation fees. (Theory & Practical Examinations, Convocations, etc.)

4.3.8 Rent/Rates & Taxes includes property tax, service tax paid on bills, uploading fees on TDS, etc.,

4.3.9 Repair & Maintenance includes Annual Maintenance Contract (AMC/TGT), Repairs to equipment, computers, building, DG set repairs & maintenance, refilling charges to fire extinguishers etc.

4.3.10 Travel & Conveyance: Conveyance includes local trips only. Travel shall include amount spent on outstation trips.

4.3.11 Water & Electricity include monthly BWSSSB/BFSCOM payments, purchase of water cans, purchase of diesel for DG Sets, etc.



**4.4 STUDENT AMENITIES EXPENSES:**

- 4.4.1 The Expenditure under this Head have been rationalised/standardised across MES and now comprise of 8 heads of accounts.
- 4.4.2 Exams & Test charges include all the expenses incurred in connection with monthly/unit/ tests/exams including worksheets/papers etc.
- 4.4.3 Extra-Curricular Activities includes expenses of Art & crafts/Computer education/ NCC/ NSS/Tally programme/I Star/B.Box, etc.
- 4.4.4 Orientation Programs includes attending the staff training programs, workshops, FDP's, Induction programs for students and staff.
- 4.4.5 Festival & Cultural Activities includes annual day celebrations, Yuvajanostava, Festivals & Poojas, National Day celebrations and other cultural & festival events.
- 4.4.6 Library & Magazines includes purchase of newspapers, journals, magazines, periodicals, printing of annual magazine.
- 4.4.7 Seminars & Conference includes expenses for conducting departmental/college/school - level workshops/seminars/conferences etc.
- 4.4.8 Laboratory expenses includes purchase of lab consumables, items purchased for conducting the experiments (plants/insects etc.,)
- 4.4.9 Sports/Medical/Welfare Programs includes sports day, printing of school diary, Identity cards, association expenses, student insurance, medical check-up, disbursement of scholarships, prizes/awards, Mid-day meals, books etc.,

**5. CAPITAL EXPENDITURE:**

- 5.1.1 Computers & Software includes the purchase of computers, laptops & software like antivirus, MS office, OS etc
- 5.1.2 Furniture & Fixtures includes the purchase of tables, chairs, desks, sofas, benches, fans, cupboards/shelves etc.
- 5.1.3 Equipment & Electrical Fittings includes the purchase of laboratory equipment, UPS, DG set, tubular batteries, Audio & Video equipment, photocopying machines, electrical fittings like lifts, Air conditioners/coolers, Sports materials like Gym equipment, Fire extinguishers, EPABX – telephone instruments, Water purifiers, Mobile handsets, TV/CCTV surveillances, Printers, Vacuum Cleaner, Refrigerator, Black Boards, LCD Projectors etc.,
- 5.1.4 Library Books includes purchase of reference books etc.

*Sharda S*  
Principal  
MES Institute of Management  
Rajajinagar, Bangalore

MES INSTITUTE OF MANAGEMENT

INCOME AND EXPENDITURE STATEMENT FOR THE PERIOD 01.04.2021 TO 31.03.2022

PARTICULARS	AMOUNT IN RS.	PARTICULARS	AMOUNT IN RS.
<b>DIRECT EXPENSES</b>		<b>DIRECT INCOMES</b>	
<b>ADMINISTRATIVE EXPENSES</b>		Tuition Fees	2,09,18,143
Advertisement	11,864	Term Fees	25,56,174
Audit Fees	46,736	Special Development Fees	15,72,000
Financial Charges	1,086	ECA Fees	1,20,716
Office Expenses	2,62,299	Interest - S.B Accounts	87,500
Postage/Telephone/Courier	72,212	Other Receipts	1,00,564
Printing & Stationery	1,67,922		
Professional Charges	36,350		
Registration & Renewals	11,30,927		
Rent/Rates & Taxes	3,10,265		
Repair & Maintenance	24,69,995		
Security & House Keeping	1,51,549		
Staff Welfare	80,000		
Travel & Conveyance	1,12,467		
Water & Electricity	1,318		
<b>ESTABLISHMENT EXPENSES</b>			
ESIC Employer Contribution	25,764		
PF Employer Contribution	5,41,988		
Staff Salary	1,48,33,865		
<b>STUDENT AMENITIES EXPENSES</b>			
Extra-Curricular Activities	8,42,200		
Festival & Cultural Activities	3,29,327		
Library & Magazines	1,83,410		
Seminar & Conferences	57,643		
Sports/Medical/Welfare Programs	3,93,660		
Depreciation			
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>25,79,436</b>		
<b>TOTAL</b>	<b>2,53,55,097</b>	<b>TOTAL</b>	<b>2,53,55,097</b>

Secretary  
 Mysore Education Society  
 Malleswaram, Bengaluru-560 003

Chief Executive  
 The Mysore Education Society  
 Malleswaram, Bangalore-560 003

For The Mysore Education Society

*K. Nagla Venkatesh*



*Shareeda S*  
 Principal

MES Institute of Management  
 Rajajinagar, Bangalore-560,010

For MES Institute of Management

*Shareeda S*

Principal

As Per our report of even date  
 for Badari, Madhusudhan & Srinivasan

Chartered Accountants  
 FRN:005389S



*M.A. Ravishankar*  
 Partner  
 M. No. 023269

