



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA

CONFERENCES, WORKSHOPS & SHORT COURSES
(Organized under PGIS)

FINAL REPORT AND STATEMENT OF ACCOUNTS
(To be submitted to the PGIS within one month after completion of the activity)

FINAL REPORT

Title of the Workshop:

Dates: Venue:

Number of Participants:

Board of Study:

Coordinator:

Brief REPORT* on the outcome of the workshop, including comments received from participants:

** Please attach a copy of the workshop programme including a list of resource persons and a list of participants with their affiliations (ANNEX 1).*

REMARKS BY THE COORDINATOR OF THE ABOVE WORKSHOP:

I am submitting herewith the final report and the final statement of accounts of the workshop, along with the Workshop programme including list of resource persons and participants with their affiliations (ANNEX I). I am settling all the petty cash advances received from the PGIS and submitting a detailed breakdown of expenses along with original receipts (ANNEX II).

Signature of the Coordinator:..... Date:.....

Name of the Coordinator:

APPROVAL OF THE STATEMENT OF ACCOUNTS BY THE SENIOR ASSISTANT BURSAR, PGIS:

- All petty-cash advances have been settled/not settled.
- Statement of Accounts is approved/not approved.

Signature:.....

Date:.....

(Seal)

APPROVAL OF THE DIRECTOR, PGIS:

Signature:.....

Date:.....

(Seal)

OBSERVATIONS OF THE AUDIT & MANAGEMENT COMMITTEE:

Signature of the Chairman, Audit & Management Committee:

Name:

Date:

FINAL STATEMENT OF ACCOUNTS:

Please use the Excel sheet of a 'SAMPLE' budget downloadable from the PGIS website: www.pgis.lk (Hardcopy of the 'SAMPLE' budget is provided overleaf for information).

- Please settle all petty-cash advances received from PGIS by providing a detailed breakdown of expenses along with original receipts (ANNEX II).
- Coordinator Fee - 10% of the total income of the activity is to be shared by the number of coordinators.
- Any extra funds left after settling all the payments of the activity, should be kept in a separate Ledger Account to be administered by
 - (a) coordinators or
 - (b) two persons nominated by organizing committee/s, or
 - (c) two persons nominated by the Board of Study, oras the case may be, depending on the contribution made by them in organizing the activity and raising funds.

Remaining funds are to be used only for academic/research related activities administered through the PGIS. Funds can also be used for purchasing equipment, consumables, chemicals, stationery, etc. for research programmes with the approval of the Director, PGIS.