

**In the Books of \_\_\_\_\_**  
**Receipts and Payment Account**  
*as on \_\_ March, 20\_\_*

Receipts	Amount	Payment	Amount
To Balance b/d		By Salaries	
Cash In Hand		By Rent paid	
Cash at Bank		By Interest paid	
To Subscriptions received		By Postage and Telegram	
For Previous year(s)		By Honorarium	
For Current year		By Municipal Taxes	
For Next year(s)		By Office Expenses	
To Subscription for Specific services		By Repair and Maintenance	
To Life Membership fee		By Advertisement	
To Entrance Fee		By Audit Fee	
To Admission Fee		By Insurance	
To General Grants		By X's Loan (Repaid)	
To Grant for Specific Assets or purpose		By Newspapers and Magazines, etc.	
To General Donations		By Prize and rewards	
To Donation for Specific Assets or purpose		By Printing and Stationery	
To Legacies		By Purchase of fixed Assets	
To Receipts on Account of Specific Fund		By Investment	
To Rent Received		By Sports Equipments	
To Interest Received		By Books	
To Dividend Received		By Land and Building	
To Endowment Fund		By Miscellaneous Expenses	
To Sale of Scrap			
To Sale of old Assets		<b>By Balnce c/d (Closing Balance)</b>	
To Miscellaneous Receipts		<b>Cash in Hand</b>	
		<b>Cash at Bank</b>	-
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