

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

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