

# Receipts and Payments Account

Dr. Cr.  
 For the period ending on \_\_\_\_\_

Receipts	₹	Payments	₹
<u>To Balance b/f</u>		By Bal. b/d	xxx
Cash           xxx		[Bank overdraft]	
Bank           xxx	xxx	By Annual Sports Expense	xxx
<u>To Subscription</u>		By Salaries & Wages	xxx
For previous year   xxx		By Rent, Rates & Taxes	xxx
For current year   xxx	xxx	By Insurance	xxx
For next year       xxx	xxx	By Furniture	xxx
To Entrance fees	xxx	By Sports Equipment	xxx
To Donation for Building	xxx	By Books & periodicals	xxx
To General Donation	xxx	By Audit fees	xxx
To Life membership fees	xxx	By Printing & Stationary	xxx
To legacy	xxx	By Honorarium	xxx
To Grant from Govt.	xxx	By Bank charges	xxx
To Contribution for Annual Dinner	xxx	By postage & Telegrams	xxx
To Dividend	xxx	By Water & Electricity	xxx
To Interest	xxx	By conveyance & Travelling	xxx
To Rent	xxx	By repairs & maintenance	xxx
To Receipt on Annual Sports	xxx	By Sundry Expense	xxx
To Sale of old sports material	xxx	By Annual Dinner Exp <sup>n</sup>	xxx
To Sale of old magazines	xxx	By 12% Investment	xxx
To Sundry receipts	xxx	<u>By Balance c/f :</u>	
To Bal. c/d	xxx	Cash           xxx	
[Bank overdraft]		Bank           xxx	xxx
	xxx		xxx

# Income & Expenditure Account for the year ending

Cr

Dr. Expenditure	₹	Income	₹
To Salaries & Wages paid xxx		By Subscription received xxx	
(+) outstanding at the end xxx		(+) outstanding at the end xxx	
(-) Prepaid at the end xxx		(-) Adv. at the end xxx	
(+) Prepaid at the beginning xxx		(+) Adv. at the beg. xxx	
(-) outstanding at the beginning xxx	xxx	(-) Dutst. at the beg. xxx	xxx
To Rent, Rates and taxes xxx	xxx	By entrance fees [only that portion which is to treated as revenue].	xxx
To Insurance Premium xxx	xxx	By General donation xxx	xxx
To Depreciation on furniture and Sport equipment. xxx	xxx	By Life membership fees. [only that portion which is to treated as revenue].	
To Books and Periodicals xxx	xxx	By Profit from Annual Dinner.	
To Audit fees xxx	xxx	Contribution xxx	
To Printing & Stationery xxx	xxx	(-) Expenses (xxx)	xxx
To Honorarium xxx	xxx	By Profit on Annual Sport [Receipts - exp <sup>n</sup> ]	xxx
To Bank charges xxx	xxx	By Profit on Sale of provisions [Sales + Clo. STK - Purch. - op. STK]	xxx
To Postage & Telegram xxx	xxx	By Rent of club Hall xxx	xxx
To Electricity & Water xxx	xxx	By Dividend & Interest xxx	xxx
To Conveyance & Travelling xxx	xxx	By Sundry Receipts xxx	xxx
To Sundry Expense xxx	xxx	By Deficit*	
To Surplus* xxx	xxx	[i.e. excess of expenditure over income]	
[i.e. excess of income over Expenditure].			
	xxx		xxx