|  |  |  |  |
| --- | --- | --- | --- |
| **Receipts and Payments Account** | | | |
|  | | | |
| **Company Name:** | | | |
| Address: | | | |
|  | | | |
| Contact No: | | Email ID: | |
| GSTIN No: | |  | |
|  | | | |
| Receipts and Payments Account for the year end of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | | | |
| **Receipts** | **Amount (Dr)** | **Payments** | **Amount (Cr)** |
| Balance b/d | **-** | Balance b/d | **-** |
| Cash in Hand |  | Bank Overdraft |  |
| Sale of Investments |  | Printing and Stationery |  |
| Endowment Fund Receipts |  | Interest Paid |  |
| Subscriptions Received |  | Purchase of refreshments |  |
| Sundry Receipts |  | Lighting Charges |  |
| Government Grants Received |  | Repair and Renewals |  |
| Sale of Refreshments |  | Conveyance Paid |  |
|  |  | Books Purchased |  |
|  |  | Insurance premium Paid |  |
|  |  | Balance c/d |  |
|  |  | Cash at Bank |  |
|  |  | Cash in Hand |  |
|  |  |  |  |
|  |  |  |  |
| **Total** |  | **Total** |  |