1. Annexure 'A'-CASH BOOK

		REC	EIPTS					PAYME	NTS		
Date	Particulars	Party Time	Activity Head	L/f No.	Amount (Rs)	Date	Particular	Party Time	Activity Head	L/f No.	Amount (Rs)
	Opening Balance b/f										
	Total receipts				×		Total Payment				
	Grand Total		1				Grand Total				

ANNEXURE 'B'- BUDGET CONTROL REGISTER

Date	Activity/Particular	Approved Budget	Grants in aid recd	Total budget Recd.	Bal. Budget	Funds released	Unspent	Fund Avai.

ANNEXURE 'C'- ASSETS REGISTER

Date Voucher No.		Particular	Location	Asset Quantity				Asset Cost			
			*	At the beginning of the year	Addition	Deletion	Total Qty	Cost at the beginning of the years(Rs.)	Addition s (Rs.)	Deleti on (Rs)	Total Cost at the end of the year (Rs)
				(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

ANNEXURE 'D' - FORMAT OF ADVANCE REGISTER

Name of Authorized Persons

Date	Particular	To whom given	Cheque no. & date	Amount	Adjust	ment Details	Balances Advances
					Date	Amount adjusted	
	Activity-I						
	Activity II						
	Activity II						

ANNEXURE 'E' - AGE ANALYSIS OF ADVANCES

AGE	Number of advances	Advances outstanding (Rs)
Advances pending for less than 1 year		
Advances pending for more than 1 year but less than 2 years.		
Advances pending for more than 2 years		:

S.No	Particul		Scheduled	Amount (Da)	
5.No	Particul	ar	Reference	Amount (Rs.)	
A	Balance	as per	Cash Book (as on date)		
В.	Add:	I.	Cheque issued but not yet presented for payments into bank.		
		П.	Credit entries made in the bank pass book but not shown in the cash book (such as bank interest)		
		III.	Others reasons		
			Sub Total (B)		
C .	Less	I.	Cheques deposited into Bank but not yet credited into the saving bank account of the SHS/DHS		
	-	П.	Bank chares debited in the bank account but not accounted for in the cash book		
		III.	Others reason		
			Sub -Total (C)		-

Examined by

Concurrent auditor

Prepared By

DAM/SAM

Date: