

/Draft/ Receipt & Expenditure statement for the month of .....  
Institution :

**A. Opening balance** Upto Previous month | Current month | Progressive Total

- a) Cash at bank (SB+FD)
- b) Cash in hand
- c) Sundry debtors

Total

**B. Receipts**

**1. Non-Institutional receipts**

- a) Grant-in-Aid(Plan)
- b) Bridge loan
- c) Loan/advance(CPF/Medical)
- d) Funded Projects
  - i) MHRD
  - ii) Red Ribbon Club
  - iii) Bhoomitrasena
  - iv) ED Club, CAP helpdesk

Total

**2 Institutional Revenue**

- a) University/HSE/DTE course fee
- b) Fee of SC/ST/OEC students
- c) IHRD Course fee, Project fee, Consultancy fee
- d) Rent, remuneration for conducting exam/sports etc.
- e) Notice Pay, Fine, photocopy charges, Bus Coupons etc.
- f) Bank Interest, re imbursement of Salary, tender form
- g) RIA fee, NRI registration fee
- h) Auction sale
- i) Other Income

Total

**3. Current liabilities**

**a) Deposits**

- CD
- SD
- EMD

Total

**b) Duties & Taxes collected**

- Income tax
- Sales tax, VAT
- Service tax
- Professional tax
- Welfare funds contribution

Total

**c) Other remittance(liabilities)**

- Contribution to Relief funds
- University/DET/HSE Exam fee
- Sales proceeds to IHRD
- IHRD Exam/spl sanction fee/etc
- Educational Scholarship
- SC/ST scholarship
- Bank loan to students
- CPF loan & other recoveries
- CPF/Gratuity closure

Total

**C. Institutional Expenditure**

1. Salaries
2. Wages
3. Remuneration
4. Medical reimbursement
5. Contribution to CPF
6. Gratuity Premium
7. Travel Expenses
8. Contingencies
9. Maintenance cost( building/vehicle/machinery)
- 10 Administration fee
- 11 Affiliation fee
- 12 Consumables
- 13 Office expenses
14. Hospitality
- 15 Arts & Sports
16. Student Stationery/Amenities
- 16 Advertisement charges
- 17 Bank charges
- 18 Refund of Fees
- 19 Sundry creditors

Total

**D Loans & Advances**

- Advances,
- Festival advance etc.
- Medical Advance
- Refund of Bridge loan

Total

**E Capital expenditure**

**a) Plan Fund**

1. Machinery & Equipment
2. Furniture
3. Library
4. Land
5. Building Construction
6. Vehicles

Total

**b) Non-Plan**

1. Machinery & Equipment
2. Furniture
3. Library
4. Land
5. Building Construction
6. Vehicles

Total

**c) Funded Projects**

- i) MHRD
- ii) Red Ribbon Club
- iii) Bhoomitrasena
- iv) ED Club, CAP helpdesk

Total

**G . Closing Balance**

- a) Cash at bank (SB+FD)
- b) Cash in hand
- c) Sundry Creditors

Total