## Receipt and Payment account for the month of April,2013

To	Receipt	Amount	Ву	Payment	Amount
	To Opening Bal			Salary	16,000.00
	Cash in Hand	5,116.00		Office Rent	8,200.00
	Cash at Bank	120,270.80		Local Conveyance	270.00
				Mess	220.00
				Electricity	658.00
				By Cash in Hand	4,768.00
				By Cash at Bank	95,270.80
	Total amount	. 125.386.80			125.386.80

## **Income Expenditure For the Month of April,2013**

Expenditure	Amount	Income	Amount
Salary	16,000.00	Expenditure/ income	25,348.00
Office Rent	8,200.00		
Local Conveyance	270.00		
Mess	220.00		
Electricity	658.00		
	25,348.00		25,348.00

## Balance Sheet as on 30th April' 2013

Date	Liabilities	Amount	Date	Asset	Amount
1/4/2013	<b>Capital Fund</b>	125,386.80	30/4/13	Cash in Hand	4,768.00
1/4/2013	Exp. Over Income	25,348.00	30/4/13	Cash at Bank	95,270.80
		100,038.80			100,038.80

#### Receipt and Payment account for the month of Dec,2013

To	Receipt	Amount	Ву	Payment	Amount
	Opening Bal			Salary	16,000.00
	Cash in Hand	355,838.00		Office Rent	8,200.00
	Cash at Bank	36,922.80		Local Conveyance	150.00
	bank interest	745.00		Mess	155.00
				Telephone bill	848.00
				Cash in Hand	330,485.00
				Cash at Bank	37,667.80
	Total amount	393,505.80		Total amount	393,505.80

## **Income Expenditure For the Month of Dec,2013**

Expenditure	Amount	Income	Amount
Salary	16,000.00	Expenditure/ income	25,353.00
Office Rent	8,200.00		
Local Conveyance	150.00		
Mess	155.00		
Telephone bill	848.00		
	25.353.00		25.353.00

## Balance Sheet as on 30 Dec' 2013

Date	Liabilities	Amount	Date	Asset	Amount
1/12/2013	<b>Capital Fund</b>	393,505.80	30/12/2013	Cash in Hand	330,485.00
1/12/2013	Exp. Over Income	25,353.00	30/12/2013	Cash at Bank	37,667.80
		<u>368,152.80</u>			<u>368,152.80</u>

#### Receipt and Payment account for the month of Feb,2013

То	Receipt	Amount	Ву	Payment	Amount
	To Opening Bal			Salary	16,000.00
	Cash in Hand	1,354.00		Office Rent	8,200.00
	Cash at Bank	176,270.80		Local Conveyance	120.00
				Mess	410.00
				Telephone bill	848.00
				Stationary	200.00
				Electricity	495.00
				Miscellaneous	80.00
				Cash in Hand	1,001.00
				Cash at Bank	150,270.80
	Total	177,624.80		Total	177,624.80

## **Income Expenditure For the Month of Feb,2013**

Expenditure Salary Office Rent Local Conveyance Mess	Amount 16,000.00 8,200.00 120.00 410.00	Income Expenditure/ income	Amount 26,353.00
Telephone bill	848.00		
Stationary	200.00		
Electricity	495.00		
Miscellaneous	80.00		
	26,353.00		26,353.00

#### Balance Sheet as on 28th Feb' 2013

Date	Liabilities	Amount	Date	Asset	Amount
	1/2/2013 Capital Fund	177,624.80	28/2/13	Cash in Hand	1,001.00
	1/2/2013 Exp. Over Income	26,353.00	28/2/13	Cash at Bank	150,270.80
		<u>151,271.80</u>	<u>)</u>		<u>151,271.80</u>

## Receipt and Payment account for the month of January,2013

To	Receipt	Amount	Ву	Payment	Amount
	To Opening Bal			salary	16,000.00
	Cash in hand	12,230.00		office rent	8,200.00
	Cash at bank	192,270.80		Photocopy	280.00
				Miscellaneous	195.00
				Local Travels	440.00
				Mess	562.00
				Telephone bill	1,199.00
				By Cash in Hand	1,354.00
				By Cash at Bank	176,270.80
	Total	204,500.80		Total	204,500.80

## **Income Expenditure For the Month of January,2013**

Expenditure	Amount	Income	Amount
salary	16,000.00	Expenditure/ income	26,876.00
office rent	8,200.00		
Photocopy	280.00		
Miscellaneous	195.00		
Local Travels	440.00		
Mess	562.00		
Telephone bill	1,199.00		
	26,876.00		26,876.00

#### Balance Sheet as on 31st Jan 2013

Date	Liabilities	Amount	Date	Asset	Amount
1/1/2013	<b>Capital Fund</b>	204,500.80	31/1/13	Cash in Hand	1,354.00
1/1/2013	Exp. Over Income	26,876.00	31/1/13	Cash at Bank	176,270.80
		<u>177,624.80</u>			<u>177,624.80</u>

## Receipt and Payment account for the month of July, August & Sept 2013

To	Receipt	Amount	Ву	Payment	Amount
	Opening Bal			Salary(3 months)	48000
	Cash in Hand	8,316.00		Office rent	24600
	Cash at Bank	36,922.80		Publication	200
	from rinpoche	493,341.00		Hard drive	5500
				Mess	187.00
				Telephone bill	3,912.00
				Advertisement	4,000.00
				Misce.	100.00
				Electricity	1,086.00
				TA & DA	5,848.00
				Cash in Hand	408,224.00
				Cash at Bank	36,922.80
	Total amount	. 538,579.80		Total amount	538,579.80

## Income Expenditure For the Month of July, August & Sept 2013

Expenditure	Amount	Income	Amount
Salary(3 months)	48000	Expenditure/ income	93,433.00
Office rent	24600		
Publication	200		
Hard drive	5500		
Mess	187.00		
Telephone bill	3,912.00		
Advertisement	4,000.00		
Misce.	100.00		
Electricity	1,086.00		
TA & DA	5,848.00		
	93,433.00		93,433.00

# Balance Sheet as on 30 Sept' 2013

Date	Liabilities	Amount	Date	Asset	Amount
1/7/2013	Capital Fund	538,579.80	30/9/2013	Cash in Hand	408,224.00
1/7/2013	Exp. Over Income	93,433.00	30/9/2013	Cash at Bank	36,922.80
		445,146.80	<u>.</u>		<u>445,146.80</u>

## Receipt and Payment account for the month of June,2013

To	Receipt	Amount	Ву	Payment	Amount
	Opening Bal			salary	16,000.00
	Cash in Hand	2,770.00		Office Rent	8,200.00
	Cash at Bank	79,270.80		Local Conveyance	200.00
	bank interest	2,652.00		Mess	270.00
				Telephone bill	914.00
				Computer hard drive	13,870.00
				Cash in Hand	8,316.00
				Cash at Bank	34,270.80
				bank interest	2,652.00
	Total amount	84,692.80		Total amount	. 84,692.80

# **Income Expenditure For the Month of June,2013**

Expenditure	Amount	Income	Amount
salary	16,000.00	Expenditure/ income	39,354.00
Office Rent	8,200.00		
Local Conveyance	200.00		
Mess	270.00		
Telephone bill	914.00		
computer hard drive	13,870.00		
	39,454.00		

#### Balance Sheet as on 30 June' 2013

Date	Liabilities	Amount	Date	Asset	Amount
1/6/2013	Capital Fund	84,692.80	30/6/2013	Cash in Hand	8,316.00
1/6/2013	Exp. Over Income	39,454.00	30/6/2013	Cash at Bank	36,922.80
		45,238.80			<u>45,238.80</u>

#### Receipt and Payment account for the month of March,2013

To	Receipt	Amount	Ву	Payment	Amount
	To Opening Bal			Salary	16,000.00
	Cash in Hand	1,001.00		Office Rent	8,200.00
	Cash at Bank	150,270.80		Local Conveyance	590.00
				Mess	145.00
				Telephone bill	855.00
				Stationery	95.00
				By Cash in Hand	5,116.00
				By Cash at Bank	120,270.80
	Total	. 151.271.80		Total	151.271.80

## **Income Expenditure For the Month of March,2013**

Expenditure	Amount	Income	Amount
Salary	16,000.00	Expenditure/ income	25,885.00
Office Rent	8,200.00		
Local Conveyance	590.00		
Mess	145.00		
Telephone bill	855.00		
Stationery	95.00		
	25,885.00		25,885.00

#### Balance Sheet as on 31st March' 2013

Date	Liabilities	Amount	Asset	Amount
	1/3/2013 Capital Fund	151,271.80 31/3/13	Cash in Hand	5,116.00
	1/3/2013 Exp. Over Income	25,885.00 31/3/13	Cash at Bank	120,270.80
		<u>125,386.80</u>		

## Receipt and Payment account for the month of May,2013

То	Receipt	Amount	Ву	Payment	Amount
	Opening Bal			salary	16,000.00
	Cash in Hand	4,768.00		Office Rent	8,200.00
	Cash at Bank	95,270.80		Local Conveyance	270.00
	Tashi refund	10,000.00		Mess	1,054.00
				Telephone bill	1,724.00
				Stationary	750.00
				Cook in Hond	2 770 00
				Cash in Hand	2,770.00
				Cash at Bank	79,270.80
	Total amount	110,038.80		Total amount	110,038.80

## **Income Expenditure For the Month of May,2013**

Expenditure	Amount	Income	Amount
salary	16,000.00	Expenditure/ income	27,998.00
Office Rent	8,200.00		
Local Conveyance	270.00		
Mess	1,054.00		
Telephone bill	1,724.00		
Stationary	750.00		
	27,998.00		27,998.00

## Balance Sheet as on 31st May' 2013

Date	Liabilities	Amount	Date	Asset	Amount
	1/5/2013 Capital Fund	110,038.80	31/5/13	Cash in Hand	2,770.00
	1/5/2013 Exp. Over Income	27,998.00	31/5/13	Cash at Bank	79,270.80
<u>82,040.80</u>					82,040.80

## Receipt and Payment account for the month of Nov,2013

To	Receipt	Amount	Ву	Payment	Amount
	Opening Bal			Salary	16,000.00
	Cash in Hand	382,469.00		Office Rent	8,200.00
	Cash at Bank	36,922.80		Local Conveyance	300.00
				Mess	283.00
				Stationary	1,500.00
				Electricity	348.00
				Cash in Hand	355,838.00
				Cash at Bank	36,922.80
	Total amount	. 419,391.80		Total amount	419,391.80

## Income Expenditure For the Month of Nov,2013

Expenditure	Amount	Income	Amount
Salary	16,000.00	Expenditure/ income	26,631.00
Office Rent	8,200.00		
Local Conveyance	300.00		
Mess	283.00		
Advertisement	1,500.00		
Electricity	348.00		
	26,631.00		

#### Balance Sheet as on 30 Nov' 2013

Date	Liabilities	Amount	Date	Asset	Amount
1/11/2013	<b>Capital Fund</b>	419,391.80	30/11/2013	Cash in Hand	355,838.00
1/11/2013	Exp. Over Income	26,631.00	30/11/2013	Cash at Bank	36,922.80
		392,760.80			392,760.80

## Receipt and Payment account for the month of Oct,2013

То	Receipt	Amount	Ву	Payment	Amount
	Opening Bal			Salary	16,000.00
	Cash in hand	408,224.00		Office Rent	8,200.00
	Cash at bank	36,922.80		Local Conveyance	450.00
				Mess	155.00
				Telephone bill	950.00
				Cash in Hand	382,469.00
				Cash at Bank	36,922.80
	Total amount	445,146.80		Total amount	445,146.80

## **Income Expenditure For the Month of Oct,2013**

Expenditure	Amount	Income	Amount
Salary	16,000.00	Expenditure/ income	25,755.00
Office Rent	8,200.00		
Local Conveyance	450.00		
Mess	155.00		
Telephone bill	950.00		
	25,755.00		25,755.00

#### Balance Sheet as on 30 Oct' 2013

Date Liabilities	Amount	Date	Asset	Amount
1/10/2013 Capital Fun	J 445,146.80	30/10/2013	Cash in Hand	382,469.00
1/10/2013 Exp. Over I	come 25,755.00	30/10/2013	Cash at Bank	36,922.80
	<u>419,391.8</u>	<u>0</u>		419,391.80