

## ANNEXURE "A"

RECEIPT & EXPENDITURE OF THE CGEWCC,

## YEAR

### CULTURAL ACTIVITIES AND INDOOR GAMES-STATEMENT OF RECEIPTS & EXPENDITURE

RECEIPT		EXPENDITURE	
<b>Total</b>		<b>Total</b>	

Accounts verified from documents maintained by committee locally including bank's certificate for balance at end of the year and also Bank reconciliation statement.

Secretary

Chairman

Auditor, CGEWCC

BUDGET ESTIMATE FOR THE YEAR

SECRETARIAL ASSISTANCE

<u>RECEIPTS</u>			<u>EXPENDITURE</u>		
Sl. No.	Opening balance	Amount	Sl.No.	Opening Balance	Amount
1	Opening balance as on 1-4-		1.	Meeting Expenses	
	Cash		2.	Stationery charges	
	In Bank		3.	Printing & Advertisement charges	
2.	Estimates of Grants-in-aids for the year		4.	Transportation charges	
			5.	Payment of Honorarium for Secretarial & Clerical Assistance	
	Total			Total	

Secretary  
CGEWCC,

ANNEXURE "A"

EXPENDITURE OF THE CGEWCC, \_\_\_\_\_ FOR THE YEAR

SECRETARIAL ASSISTANCE – STATEMENT OF RECEIPT & EXPENDITURE

RECEIPT	Rs.	EXPENDITURE	(Rs.)
Opening balance Cash in hand Cash at Band		Payment of Secretarial assistance	
Grant-in-Aid for the year		Preparing of accounts for the year	
		Closing balance Cash in hand Cash at Bank	
TOTAL		TOTAL	

Account verified from documents maintained by the Committee locally including bank's certificate for the balance of the year and also Bank reconciliation statement.

Sd/-  
Secretary

Sd/-  
Chairman

Auditor, CGEWCC

Annexure-B

SECRETARIAL ASSISTANCE

DATE	PAID	AMOUNT	REMARKS
<u>SECRETARIAL ASSISTANCE</u>			

Sd/-  
Secretary

Sd/-  
Chairman

Auditor, CGEWCC

Auditor's report	Action taken thereof	Further remarks of the Audit

Auditor, CGEWCC

Secretary

Sl. No.	Letter No. and date	Amount	Certified that out of Rs. _____ of grants-in-aid sanctioned during the year _____ in favour of _____ under this Ministry/ Department letter No. given in the margin and /Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose for which it was sanctioned and the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (vide No. _____ dated _____) will be adjusted towards the Grants-in-aid payable during next year

2. Certified that, I have satisfied my self that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

- 1.
- 2.
- 3.
- 4.
- 5.

Date \_\_\_\_\_