

Sample of Books and Registers for a Youth Club

Membership Register

S. No.	Name	Fathers Name	Sex	Age/DOB	Caste	Qualification

Dak Receipt Register

S. No.	Date	Received from	Letter No & Date	Reference	Remark

Dak Dispatch Register

Letter No	Date	Address to	Subject	Mode	Remark

Cash Book/Bank Book

Date	Received from	Amount	Date	Expenditure	Amount

Stock Register

Sl. No	Particulars	Date of purchase	Amount	Remark

Issue Register

S. No.	Particulars	Date of Issue	Issue to	Date of return	Remarks

All the above said Registers, Cash Book, Bank Book and Ledger are available in the market.