

# Receipt Book

NAME OF THE YOUTH CLUB

Sl. No.-----

Date.-----

Donors Name -----

Donors address:-----

Purpose-----

Amount CASH/ OTHERS----- (IN words \_\_\_\_\_)

Signature of Treasurer

## Bank Passbook

- Bank passbook must be updated from time to time.

## Trial balance/ Bank reconciliation

- Trial balance/ Bank reconciliation Must be maintained on monthly basis.

## Files

- The Youth Club needs to maintain separate files for each subject.

## Documents & Stationeries

- Youth Club Round stamp, Stamp of the Office Bearers.
- Registers
- Letter pad
- Photograph Album / Press Clippings
- Annual action plan
- Annual report
- Audit report