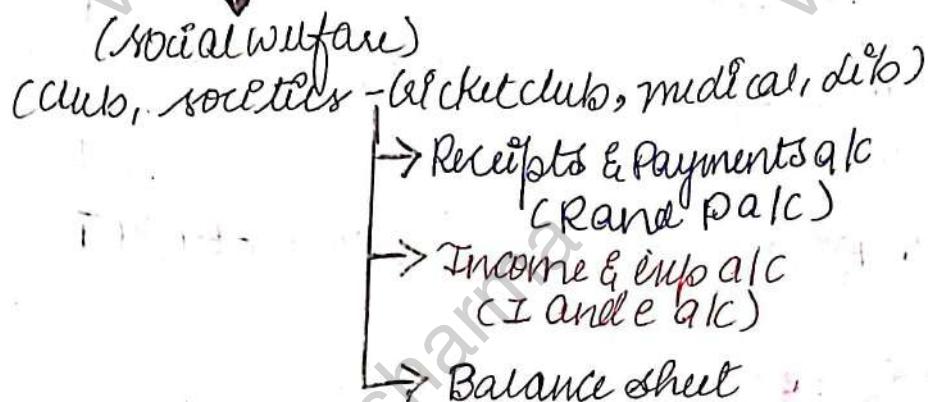


# MPO

5-15m



## Cashbook

### Receipts and Payment Ac or

#### RECEIPTS

To bal b/d  
 (Op. bal - cash & bank)

To cap. receipts  
 (liability)

To Revenue receipts  
 (Income)

#### PAYMENTS

By capital Payments  
 (Asset)

By Revenue Payments  
 (Exp)



By bal b/d  
 (C. b/d - cash & bank)

\* its prepared on (cash basis) (not accrual) \* records both  
 cap & revenue  
 nature trans  
 o/s exp.

paid ✓  
 receipt ✓  
 draft CX

# Income & Expenditure

## Expenditure

To Revenue payments  
(incl. adjustment)

To Non cash exp  
(expen.)

To SURPLUS

## Income

By revenue receipts  
(including advance)

By non cash income

BY DEFICIT

## Expensealc ↴

Dr To Prepaid exp alc  
[Op. bal]

To cash [Rec & pay alc]  
[Payments]

To O/S exp alc  
[Cl. bal]

Prepaid exp (Op. bal) XX

(+) Payments (R & P Alc) XX

(+) O/S exp (Cl. bal) XX

(-) Prepaid exp ("") XX

(-) O/S exp (Op. bal) XX

By O/S exp alc  
[Op. bal]

By Inc & Exp [P & h alc]  
expense for year

By Prepaid exp alc  
[Cl. bal]

## Salary ↴

(+) O/S end  
(-) O/S beg  
(+) prepaid beg  
(-) " end

## Subscription ↴

(+) O/S end  
(-) O/S beg  
(+) Adv. beg  
(-) Adv. end.

# Income a/c

Dr  
To accrued income  
(O/S) Op. bal

Cr  
By income recd in adv  
(C/O bal)

To I&E a/c [P&R a/c]  
Income for year

By cash a/c & RE Pa/c  
(Total receipts)

To income recd  
in adv to cl bal]

By accrued income  
to cl bal] O/S

## Income a/c

↓  
Income recd in adv (Op. bal) XX  
(+) total receipts (RE Pa/c) XX  
(+) Accrued (O/S) [cl. bal] XX  
Income  
(-) Income recd in adv (cl. bal) XX  
(-) Accrued income (O/S) (Op. bal) XX  
Income

ITEMS	NATURE	TREATMENT
1. Subscription	Revenue receipt	Dr - RE Pa/c Cr - I&E a/c
2. Donations (gen)	Revenue receipt	Dr - RE Pa/c Cr - I&E a/c
3. Specific donation	Capital receipt → Dr in RE Pa/c Liab in O/S.	
4. Entrance fees (Admin. fee)	Capital receipt → Dr in RE Pa/c Liab in O/S.	
5. Life membership fees	Capital receipt → Dr - RI Pa/c & Liab B/S	
6. Legacy	Capital receipt → Dr in RI Pa/c Liab - B/S	
7. Honorarium	Revenue expenditure → Cr in RI Pa/c Dr in I&E a/c	
8. Sale of old newspaper	Revenue receipt → Dr - RE Pa/c Cr - I&E a/c	
9. Sale of old asset (* gain/loss shown in I&E a/c)	Capital receipt → Dr in RE Pa/c Asset B/S Creditor	

# Diff bet'n Receipt & Pay vs Inc & Exp

## Receipt & Payment

\* Only deals with cash transactions

\* prepared for short duration

\* deals with current assets  
\* current liabilities

\* short term transaction

\* shows cash inflows and outflows

## Income & Expenditure

\* deals with both cash and credit transactions

\* prepared for long duration (1 yr)

\* deals with all assets & liabilities

\* deals with both short-term & long-term trans.

\* shows revenue and expenses

Keep going!

BY ↴  
@vaish\_sharma  
-24-