FORM XV

FORM XV

(See Section 23 and Rule 25)

FORM OF THE DAY BOOK TO BE MAINTAINED

Office where the Chit agreement of the chit is registered

_____

Registration number of the chit agreement _____

DAYBOOK

Date	General Number	On what account received or paid	Receipts				
			Subscription	Interest	Withdrawal from Bank	Other Items	Total Receipts
1	2	3	4	5 Rs.	6 Rs.	7 Rs.	8 Rs.

Reference to receipt in	Expenditure

Amount paid to subscriber	Foreman’s Commission	Deposit in the bank	Other items	Total Expenditure	
9	10 Rs.	11 Rs.	12 Rs.	13 Rs.	14 Rs.

Balance	Reference to the page number of the voucher in the files of vouchers	Signature of Foreman	Remarks
15 Rs.	16	17	18

Note:

1. The balance should be struck in column (15) at the close of each day. The monthly total of receipts and expenditure shall be struck at the end of each month.
2. In column (2) each transaction shall be assigned a serial number. There shall be one separate set of serial numbers for each calendar year.
3. If any amount is received from or paid to more than one subscriber at a time the amount paid to or received from each subscriber should be entered as a separate
item.
4. If more than one amount is received from or paid to the subscriber at a time each amount paid to or received from the subscriber should be entered as separate item.

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