



15

**ANNEXURE 'D' – FORMAT OF ADVANCE REGISTER**

Name of Authorized Persons \_\_\_\_\_

Date	Particular	To whom given	Cheque no. & date	Amount	Adjustment Details		Balances Advances
					Date	Amount adjusted	
	Activity-I						
	Activity II						
	Activity II						

**ANNEXURE 'E' – AGE ANALYSIS OF ADVANCES**

AGE	Number of advances	Advances outstanding (Rs)
Advances pending for less than 1 year		
Advances pending for more than 1 year but less than 2 years.		
Advances pending for more than 2 years		

9  
✓

Annexure 'F' : Bank Reconciliation Statement as on Date: \_\_\_\_\_

Name of the State/District Health Society: \_\_\_\_\_

SB A/c No. \_\_\_\_\_

S.No	Particular		Scheduled Reference	Amount (Rs.)
A	Balance as per Cash Book (as on date .....)			
B.	Add:	I. Cheque issued but not yet presented for payments into bank.		
		II. Credit entries made in the bank pass book but not shown in the cash book (such as bank interest)		
		III. Others reasons		
		<b>Sub Total (B)</b>		
C	Less	I. Cheques deposited into Bank but not yet credited into the saving bank account of the SHS/DHS		
		II. Bank chares debited in the bank account but not accounted for in the cash book		
		III. Others reason		
		<b>Sub -Total (C)</b>		
	<b>Balance as per Pass Book/Bank Statement (A+B-C)</b>			

Prepared By	Examined by
DAM/SAM	Concurrent auditor

Date: \_\_\_\_\_