

KANCHENJUNGHHA MENS HOSTEL
TEZPUR UNIVERSITY: NAPAM: TEZPUR: ASSAM

Statement of Expenditure of Mess for the month of _____

A. Amount Collection

1. Total No of boarders for the month of _____:

2. Mess due for the month of _____: Rs

Sl No	Boarder Category	No of Boarders	Amount for Each Boarder (Rs)	Total Amount Collected (Rs)
1	Total No. of boarder with full mess due			
2	Total No. of boarder with half mess due			
3	Total No. of boarder with rebate on mess due			
4	Special concession for boarder on leave			
5	Mess fine (if any)			
6	Guest charge			
7	Any other income *			

*Specify any other income: (i)

(ii)

(a) Total collection for the month of _____:Rs

(b) Amount received from previous mess manager: Rs

(c) Amount to be returned to next mess manager: Rs

(d) Actual money available for expenditure for this month (a+b+c): Rs

B. Detailed statement of expenses

Sl No	Item	Quantity	Rate	Total Amount (Rs)
1	Rice			
2	Pulse			
3	Flour/Wheat			
4	Spices			
5	Other grocery Items			
6	Vegetables			
7	Fruit			
8	Fish			
9	Egg			
10	Meat/Chicken			
11	Paneer			
12	Gas Cylinders			
13	Other miscellaneous items			

C. Balance amount : (Actual amount of money available for expenditure)-(Expenditure for this month)

= -Rs :Rs

(Rupees_____only)

D. if the balance amount is negative (expenditure is more than the income), the extra amount to be collected from each boarder: Rs_____

E. Any suggestion for improvement of mess_____

Declaration:

We certify that the mess statement expenditure for the month of_____ is true to the best of our knowledge . If as a check or audit objection, some irregularities is noticed at the date, action will be taken to refund adjust or regularize the objected amounts.

Mess Convener

Mess manager (1)

Mess manager (2)