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| --- | --- | --- | --- | --- |
| ABC | | | V. No. 111  Date: 21/04/2015  Project: xyz  Funding Agency: DFG | |
| Date | Account Head | Description | Amount | |
| Debit (in Rs.) | Credit( in Rs.) |
| 01.04.2015 | ghjk |  | 1000 |  |
| 06.04.2015 | fg | Books and Pens |  | 500 |
| 10.04.2015 | flkj | Postage |  | 400 |
| 15.04.2015 | zuio |  | 750 |  |
| 20.04.2015 | gukl | Taxi |  | 600 |
|  | | | 1750 | 1500 |
| Total:- 1750.00 – 1500.00 = 250.00  (toal balance:- Rs. Two hundred and fifty only) | | | | |
| Prepared by… Authorised by…. Received by…… | | | | |