



FORM M.P.T.C. 4

[See Subsidiary Rules 33(b) and 96(v)]

TREASURER'S DAILY BALANCE SHEET

Date.....20

Balance brought forward from20.....

Received this day as per Treasurer's Cash Book.....

Expenditure this day as per Treasurer's Cash Book.....

Total.....

Balance.....

Rs.	P.

Particulars of Balance

SPECIFICATION	UNDER JOINT KEYS OF TREASURY OFFICER AND TREASURER								Closing balance in the hands of the Treasurer		Total	
	Opening Balance		Taken Out		Placed under joint keys		Closing Balance		Rs.	P.	Rs.	P.
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.				
Currency and Bank Notes												
	at 1000											
	at 100											
	at 50											
	at 20											
	at 10											
	at 5											
	at 2											
	at 1											
	Total...											
Other Notes [with details]												
	Total...											
COINS												
	One Rupee											
	Fifty Paise											
	Twenty Five Paise											
	Twenty Paise											
	Ten Paise											
	Five Paise											
	Three Paise											
	Two Paise											
	One Paise											
	Total..											
Details of Uncomment Coins if any												
	Total..											
	Grand Total..											
	Grand Total in words..											



Agreed with the Accountant's daily balance sheet and balance in the hands of the Treasurer inspected.

Treasurer

Treasury Officer

Date and signature.....

1. No uncommet coin is to be left in charge of Treasury.
2. No more coins to be left than is required for current use.
3. The whole balance is sole charge of Treasurer is never to exceed his immediate current requirement.
4. The Balance sheet is to signed in the evening of the day itself to which is refers.