

CHAPTER - III.C A S H B O O K.

3.1 The Board has two bank accounts in the Head Office, both with the Maharashtra State Cooperative Bank. One of the accounts deals exclusively with the Contributory Provident Fund Scheme of the Board and the other comprises of all other transactions of the Board, including the funds received from the Government and the Khadi Commission. Two separate Cash Books in Form No. ACCOUNTS- 1 are maintained for incorporating these transactions.

3.2 The Cash Book is the most important register maintained in the Board and as such, maximum care should be taken in maintaining it properly. All receipts of the Board, whether received in cash or by demand drafts or cheques, should immediately be entered in the Cash Book under attestation by the Accounts Officer. Similarly all payments, whether made in cash or by cheques, should be entered in the Cash Book and simultaneously attested by the Accounts Officer. A separate Petty Cash Book is maintained in respect of the permanent advance of Rs.1,000/- given to the Cashier and this is dealt with separately in paragraphs 3.18 to 3.20.

3.3 The Cash Book has bank and cash columns on both the debit and credit sides. Entries in the Cash Book are to be made as and when the transactions occur, in the order of occurrence. Full particulars like the names of the parties from whom the amounts are received or to whom they are paid and on what account should be clearly written in the relevant columns of the Cash Book. All cash transactions should be entered in the cash columns and all cheques

