

[See rule 80]

(Cash Book of the Company Liquidator)

Receipts						Payments							
Date	Name of Company	Particulars	Number of receipt	Amount		Date	Name of company	Particulars	Number of vouchers or challan	Amount			Number of cheques
				Cash	Bank					Cash	Bank	Number	
				Rs.P	Rs.P					Rs.P	Rs.P		
1	2	3	4	5	6	7	8	9	10	11	12	13	

Instructions:

1. This register is common to all the liquidations administered by the Company Liquidator, and the day to day transactions of the Company Liquidator should be entered in this Register chronologically. Sufficient details should be entered under the column 'particulars' to show clearly the nature of the transaction, the person by whom or to whom the payment was made, and on what account it was made.
2. All cash and cheques received by the Company Liquidator should, upon their receipt, be entered on the Receipts Side Under 'Cash' and 'Bank' respectively. When the cash collections are paid into the Bank by the Company Liquidator, an entry against cash on the Payments Side should be made, and a corresponding entry made under Bank on the Receipts Side. Where money is withdrawn from the Bank by cheque, the amount should be entered as a Payment under 'Bank', on the Payments Side and entered as a receipt under 'Cash' on the Receipts Side.
3. Where a cheque paid into the Bank is returned dishonoured, the entries previously made in the account in regard to it should be reversed by appropriate reverse entries.
4. Cash and cheques should be remitted into Bank under separate challans, and remittances in respect of each company should be made under a separate challan.
5. Vouchers for payments made by the Company Liquidator should be obtained at the time of making payment, and they should be numbered consecutively in a separate series for each half year. Receipts for payments made to the Company Liquidator should be issued out of a counterfoil receipt book, the leaves of which are machine numbered consecutively.
6. Where the Liquidator carries on a business, only the weekly totals of the Receipts and Payments on the trading account should be brought into the Central Cash Book and the Company's Cash Book from the books of the trading account.
7. Where dividends are paid to creditors, only the total amounts of the dividends paid each day must be entered in the Central Cash Book and the Company's Cash Book and the details of individual payments made should be entered in the Dividends Paid Register.

8. Cash Books should have their pages machine numbered. As far as possible no lines should be left blank, but if any space on a page of the Cash Book has to be left blank a diagonal line should be drawn to cancel the blank space, so that it may not be possible to make any subsequent entries therein. Interpolation of entries should be avoided, but when it becomes necessary to make any entries between two ruled lines or to make any additions to, or interpolation between, entries already made, such addition or interpolation should invariably be attested and dated by the Liquidator under his initials.

9. The Cash Book should be balanced at the end of each day and the Cash and Bank Balances carried over to the following day. The Cash on hand should be verified daily by some responsible officer, and at least once a month by the Company Liquidator personally. A certificate of verification of Cash by actual count should be recorded in the Cash Book by the Officer verifying the Cash. The Cash Book should be closed monthly under the personal attestation of the Company Liquidator. The Bank balances should be reconciled with the Bank Statement at the end of each month, after taking into account factors arising out of cheques drawn but not cashed, or remittances made but adjusted in the Bank's Books in the accounts of a different month.

10. The total of the Cash and Bank Balances of all the companies should be tallied with the balances in the Central Cash Book once every month and a certificate should be recorded in the Register that the total of the balances in the individual companies' accounts agrees with the consolidated balance in the Central Cash Book.