



Hang Seng School of
Commerce

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HSSC-ISO	Written by: Ms Ice Kwok	Page: 1 of 1
at Q:\ISO\WI-75-18-2\常用表格	Approved by: Ms Linda Ng	Effective: 11/12/2007
RF-75-18-2~Form 06	Receipts & Payments	Ver.: 1.0

Receipts and Payments Account for the 20 ___ 20 ___ (1st / 2nd term)

Name of Club / Team: _____

	\$	\$
Balance b/f (Date : _____)	

Receipts

1 Subsidy from school
2 Membership fee (Boys ----)
3 Membership fee (Girls ----)
4 Other sources of income
(i)
(ii)
(iii)
	-----	-----

Less:

Payments

1
2
3
4
5
6
7
8
9
10
.....
.....
.....
	-----	-----

Balance c/f (Date: _____)		
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Prepared by: _____
Treasurer (Name, Class)

Endorsed by: _____
Teacher Adviser (Name)

Signature: _____

Signature: _____

Date: _____

Date: _____