

## DAILY CLOSING SHEET/ DAILY REPORT

## TICKETS

| Sr. No               | Description | Issued Tickets | Cancel | Total            | Rate/ Rs | Amount |
|----------------------|-------------|----------------|--------|------------------|----------|--------|
| 1                    | Executive   | 12             | 3      | 9                | 850      | 7,650  |
| <b>Tickets Total</b> |             |                |        | <b>7,650/ Rs</b> |          |        |

## FIX INCOME

| Sr. No                    | NAME                   | AMOUNT          |
|---------------------------|------------------------|-----------------|
| 1                         | Photo Copier Shop Rent | 1,500           |
| <b>Fixed Income Total</b> |                        | <b>1,500 Rs</b> |

## Daily INCOME

| Sr. No                    | NAME      | AMOUNT          |
|---------------------------|-----------|-----------------|
| 1                         | Tuck Shop | 3,000           |
| <b>Fixed Income Total</b> |           | <b>3,000 Rs</b> |

Grand Total Income

12,150 / Rs

## Summary OF EXPENSES

## Fixed Expense

| Sr. No                     | Name | Per Annum | Per Month | Per Day (Month/20) |
|----------------------------|------|-----------|-----------|--------------------|
| 1                          | CDA  | 2,400,000 | 200,000   | 10,000             |
| <b>Fixed Expense Total</b> |      |           |           | <b>10,000 Rs</b>   |

## DAILY EXPENSE

| Sr. No                     | NAME         | AMOUNT            |
|----------------------------|--------------|-------------------|
| 1                          | Vehicle Fuel | 20,000            |
| <b>Total Daily Expense</b> |              | <b>20,000/ Rs</b> |

Grand Total Expense

30,000/ Rs

## Company Tickets

| Sr #               | Name | Issued Tickets | Cancel | Total | Rate | Total Amount | Payment      | Balance       |
|--------------------|------|----------------|--------|-------|------|--------------|--------------|---------------|
| 1                  | GIZ  | 12             | 2      | 10    | 750  | 7,500        | 3,000        | 30,500        |
| <b>Grand Total</b> |      |                |        |       |      | <b>7,500</b> | <b>3,000</b> | <b>30,500</b> |

## Summary

| Sr # | Name              | Amount  |
|------|-------------------|---------|
| 1    | Gross Profie/Loss | -10,350 |
| 2    | Personal Expense  | 2,000   |
| #    | NET Profie/Loss   | -12,350 |
| #    | Sadqa 2.5%        | -309    |

MANAGER FINANCE

MANAGER OPERATIONS