FORMAT TO REMIT FEES TO THE DISTRICT TREASURER

Name of the Club ……..

No. of Members in the previous year …….

No. of Members in the Current year …….

No. of Members who have resigned in the Current year …….

No. of Members inducted in the Current year …….

Member's name & Address	Active Member	Honorary Member	Honored Active	District dues	Assn. dues	Triennial dues	IIW dues	Total Amount

CLAIM FORM

Claim Form for Inner Wheel District / Club …….

To
The District Treasurer / Club Treasurer Date ……

Dear Treasurer
Please reimburse me an amount of Rs. ……
(Rupees ……..only)
Details/ Bills Enclosed
Towards ……
Signature ……
Name ……
Designation ……..

SAMPLE OF VOUCHER

VOUCHER

Inner Wheel Club of ……..

Voucher No. …….. Date ……..

Paid to ……..

A sum of Rs. (in words) ……

on account of ……

Rs. ……..

Paid By Received by

RECEIPT BOOK (DEBIT VOUCHER)

(in duplicate or in counter-foil)

RECEIPT

Inner Wheel Club of ……

Receipt No. …… Date ……

Received with thanks from Mr./Mrs./M/s ……

A sum of Rupees. ……

By cash / D.D. No. / Cheque No. …… Dt. ……

On account of ……

Received by Rs.

This could be with a counter foil on Left Hand Side of smaller size or a duplicate receipt for carbon copy