



K V MATRIC HIGHER SECONDARY SCHOOL

CREATIVITY * PROSPERITY* ACHIEVEMENT

546, SATHY MAIN ROAD, KURUMBAPALAYAM, COIMBATORE – 641 107.

HIGHER SECONDARY SECOND YEAR .- ACCOUNTANCY.

UNIT 2 .ACCOUNTS OF NOT-FOR-PROFIT ORGANISATION.

Steps in preparation of receipts and payments account Following are the steps involved in the preparation of receipts and payments account:

- (i) Record the opening balance of cash in hand and favourable bank balance on the debit side of receipts and payments account. If there is bank overdraft, it must be recorded on the credit side.
- (ii) Actual cash receipts during the year are recorded on the debit side and actual cash payments during the year are recorded on the credit side.
- (iii) While recording cash receipts and payments, no distinction needs to be made between revenue and capital items. Similarly, no distinction needs to be made whether the amount received or paid relates to the current period, previous period or future period.
- (iv) If the total of the debit side is more than the credit side, the balancing figure will appear on the credit side. It represents the closing balance of cash or bank.

- (v) If the total of the credit side is more than the debit side, the balancing figure will appear on the debit side. It represents bank overdra

Format of Receipts and Payment Account

Dr. Receipts and Payments Account of ... for the year ending Cr.

Receipts	₹	₹	Payments	₹	₹
To Balance b/d			By Balance b/d		
Cash in Hand	XXX		Bank overdraft		XXX
Cash at Bank	XXX	XXX	<u>Revenue payments:</u>		
<u>Revenue receipts:</u>			By Salaries		XXX
To Subscription		XXX	By Rent paid		XXX
To Entrance fees		XXX	By Electricity charges		XXX
To General donations		XXX	By Postage		XXX
To Grant-in-aid		XXX	By Rent and taxes		XXX
To Sale of old newspapers		XXX	By Insurance		XXX
To Interest on investment		XXX	By Advertisement		XXX
To Dividend		XXX	By Telephone charges		XXX
To Locker rent received		XXX	By Entertainment expenses		XXX
To Rent received		XXX	By Audit fees		XXX
To Sundry receipts		XXX	By Repairs		XXX
<u>Capital receipts:</u>			By Upkeep of ground		XXX

To Life membership fees		XXX	By Conveyance charges		XXX
To Donation for specific purpose		XXX	By Newspapers and periodicals		XXX
To Legacies		XXX	By Office expenses		XXX
To Endowment fund		XXX	By Gardening expenses		XXX
To Sale of fixed assets		XXX	By Sundry expenses		XXX
To Sale of investments		XXX			
To Receipt for specific purpose or fund		XXX	<u>Capital Payments:</u>		
To Interest on specific fund investments		XXX	By Fixed assets		XXX
To Balance c/d (Bank overdraft)		XXX	By Repayment of loan		XXX
			By Investments		XXX
			By Balance c/d		
			Cash in hand	XX	
			Cash at Bank	XX	XXX
		XXXXXX			XXXX

1/76. Solution

Dr

Cr.

In the books of Kurunji Sports Club for Receipts and Payments Account
for the year ended 31st December, 2018.

Receipts		Payments	
To Balance b/d		By Salaries	3,000
Cash in Hand	4,000	By	
To Life membership fees received	10,000	By Paid for printing charges	2,500
To Subscription received	15,000	By Tournament expenses	10,500
To Rent received	2,000	By Investments purchased	25,000
To Lockers rent received	1,000	By Balance c/d	
To Tournament receipts	14,000	Cash in Hand	5,000
	46,000		46,000

2/76. Solution

Dr

Cr.

In the books of Coimbatore Cricket Club for Receipts and Payments Account
for the year ending 31st March, 2019

Receipts	₹	₹	Payments	₹	₹
To Balance b/d			By Balance b/d		
Cash in Hand		1000	Bank overdraft		6000
To Subscription received:			By Wages paid for ground maintenance		2000
Previous year	500		By Interest on Loan paid		2000
Current year	9600		By Honorarium paid		2800
Subsequent year	<u>400</u>	10500	By Water and electricity charges		700
To Match fund Receipts		5200	By Match expenses		2600
To Legacies Received		2000	By Sports material purchased		1900
To Donation received for pavilion		2000	By Balance c/d		
			Cash	300	
			Cash at Bank	<u>2400</u>	2700
		20700			20700

3/76. Solution.

Dr

Cr.

In the books Receipts and Payments account of Madurai Mother Theresa Mahalir Mandram for the year ended 31st December, 2018.

RECEIPTS	₹	₹	PAYMENTS	₹	₹
To Balance b/d			By Stationery purchased		6000
Cash	2000		By Audit fees paid		2000
Bank	<u>3000</u>	5000	By Sundry charges		6000
To Sale of News paper		500	By Scholarships given		2000
To Entrance fees received.		3000	By Fire Insurance premium paid		1500
To Subscription received		8500	By Furniture purchased		6000
To Sale of furniture		4000	By Purchase of newspapers		700
To Interest on investments		2000	By Conveyance paid		1000
To Balance c/d			By Balance c/d		
Bank Overdraft		4700	Cash in Hand		2500
		27700			27700

4/76. Solution.

(Dr) In the books Receipts and Payments account of Mayiladuthurai Recreatio Club account (Cr)
for the year ended 31st March 2019.

RECEIPTS	₹	₹	PAYMENTS	₹	₹
To Balance b/d			By Refreshment charges		13000
Cash	15000		By Construction of tennis court		7000
Bank	<u>25000</u>	40000	By Rent paid		1000
To Donations received		48000	By Salary of watchman		12000
To Sale of old equipment		26000	By Club annual day expenses		15000
To Annual day collections		18000	By Lighting charges		16500
To Receipts from charity show		4000	By Entertainment expenses		13500
To Sale of investments		12000	By Billiards table purchased		5000
			By Expenses of charity show		3000
			By Balance c/d		
			Cash in Hand	12000	
			Cash at Bank	50000	
		148000			148000

Income and Expenditure Account:

- ✧ Income and expenditure account is a summary of income and expenditure of a Not-for-profit organisation prepared at the end of an accounting year.
- ✧ It is prepared to find out the surplus or deficit pertaining to a particular year.
- ✧ It is a nominal account in nature in which items of revenue receipts and revenue expenditure, relating to the current year alone are recorded.
- ✧ It is prepared following the accrual basis of accounting.
- ✧ It is just like preparing a profit and loss account.
- ✧ In this account, incomes are shown on the credit side and expenses are shown on the debit side.
- ✧ A part from cash items, non-cash items such as income accrued but not received, loss or gain on sale of fixed assets, depreciation, etc. will also be recorded.
- ✧ It helps to enable the members to know the working of the organisation and to know whether its income is sufficient to meet its expenses.
- ✧ It can be prepared from a given receipts and payments account.

Steps in preparation of income and expenditure account from receipts and payments account
Following are the steps to be followed in preparing income and expenditure account from receipts and payments account:

- Opening and closing balances of cash and bank accounts in receipts and payments account must be excluded.
- Capital receipts and capital expenditures must be excluded.
- Only revenue receipts pertaining to the current year should be taken to the credit side of income and expenditure account. Due adjustments should be made for income received in advance, income accrued for the current year and for the amount relating to the previous year or years.
- Similarly, revenue expenditure relating to the current year only must be taken in the debit side of income and expenditure account. Adjustments must be made for outstanding expenses of the previous year and current year and for the prepaid expenses of the previous year and current year.
- Any income or expense relating to specific fund must not be taken to income and expenditure account.
- Non-cash items such as bad debts, depreciation, loss or gain on sale of assets, etc., which are not recorded in receipts and payments account must be recorded in income and expenditure account.

→ The balancing figure of income and expenditure account is either surplus or deficit and will be transferred to capital fund in the balance sheet.

- If the total of credit side of income and expenditure account is more than the total of debit side (excess of income over expenditure), the difference represents surplus.
- If the total of debit side of income and expenditure account is more than the total of credit side (excess of expenditure over income), the difference represents deficit.

06/73.

Income and expenditure account of Tenkasi Thiruvalluvar Manram.

for the year ended 31st March, 2019.

EXPENDITURE	₹	INCOME	₹
To Loss on Sale of furniture	1,000	By Interest received	5,000
To Salaries	20,000	By Subscription	55,000
To Rent	24,000	By Entrance fees	7,000
To Travelling expenses	2,000		
To Printing and stationery	6,000		
To Surplus	14000		
(<u>excess of income over expenditure</u>)			
	67,000		67,000

07/73. Income and expenditure account of Kumbakonam Basket Ball AssociationFor the year ended 31st March, 2018.

EXPENDITURE	₹	INCOME	₹
To Rent of ground paid	12,000	By Rent of hall received	6,000
To Printing charges	5,000	By Subscription received	9,000
To Bank charges	1,000	By Locker rent received	2,000
To Tournament expenses	16,000		
To Audit fees	3,000	By Deficit	26,000
To Sports materials purchased	4,000	(<u>excess of expenditure over</u>	
		<u>income</u>),	
To Insurance for building	2,000		
	43,000		43,000

08/73. Income and expenditure account for the year ended 31st Dec, 2018.

EXPENDITURE	₹	INCOME	₹	₹
		By Subscription (2018)	1,72,000	
		<u>ADD</u> : Subscription outstanding for the year 2018	<u>8,000</u>	1,80,000

09/74.Income and expenditure account for the year ended 31st March, 2019.

EXPENDITURE	₹	INCOME	₹	₹
		By Subscription (2018 - 19)	50,000	
		<u>ADD</u> : Subscription outstanding for the year 2018-19	<u>30,000</u>	80,000

Balance sheet as on 31st March 2018.

LIABILITIES	₹	ASSETS	₹	₹
Subscription received in advance for the year 2019-20	5000	Outstanding subscription for the current year(2018-2019)	30,000	
		previous year (2017-2018)	<u>2,000</u>	32,000

10/74

Dr. Income and Expenditure Account for the year ended 31st March 2017... Cr.

EXPENDITURE	₹	INCOME	₹	₹
		By Subscription (2016-17)	40,000	
		<u>Less</u> : Subscription for the year 2015-16	<u>5,000</u>	
			35,000	
		<u>Less</u> : Subscription for the year 2017-18	<u>3,000</u>	
			32,000	
		<u>Add</u> : Subscription Outstanding for the year 2016-17.	<u>1,000</u>	33,000

Balance sheet as on 31st March 2017.

LIABILITIES	₹	ASSETS	₹	₹
Subscription received in advance for the year 2017-18	3,000	Outstanding subscription for the year 2016-2017		1,000

2/75.

Dr.

Income and Expenditure Account for the year ended 31st Dec.-2018...

Cr.

EXPENDITURE	₹	INCOME	₹	₹
		By Subscription (2018)	50,000	
		<u>Less :</u> Subscription for the year 2017	<u>5,000</u>	
			45,000	
		<u>Less :</u> Subscription for the year 2019	<u>7000</u>	
			38,000	
		<u>Add :</u> Subscription Outstanding for the year 2018.	<u>6,000</u>	
			44,000	
		<u>Add :</u> Subscription received in advance for the year 2017 for 2018.	<u>4,000</u>	48,000

13/74

Dr.

Income and Expenditure Account for the year ended

Cr.

EXPENDITURE	₹	INCOME	₹	₹
		By Subscription (100 × 25)		2,500

Balance sheet.

LIABILITIES	₹	ASSETS	₹	₹
Subscription received in advance for the year (4 × ₹ 25)	100	Outstanding subscription for the year (10 × ₹25)		250

b) Treatment of consumable items such as sports materials, stationery items, medicines, etc.

- ✦ Consumable items such as sports materials, stationery, medicines, etc., consumed during the year will appear on the debit side of income and expenditure account.
- ✦ Consumption = Opening stock + Purchases during the current year - Closing stock.
- ✦ Closing stock will appear on the assets side of the balance sheet as at the end of the year.
- ✦ If there is any sale of old sports materials, etc., that will be shown on the credit side of income and expenditure account or can be subtracted from the respective items consumed on the debit side of income and expenditure account.

14/75.

Dr. Income and Expenditure Account for the year ended 31st March - 2019 Cr.

EXPENDITURE	₹	₹	INCOME	₹
To Sports materials consumed :				
Opening Stock (01.04.2018)	16,000			
<u>Add : Purchase during the year</u>	<u>84,000</u>			
	1,00,000			
<u>Less : Closing Stock (31.03.2019)</u>	<u>10,000</u>	90,000		

Balance sheet. As on 31st March 2019.

LIABILITIES	₹	ASSETS	₹	₹
		Stock of sports materials		10,000

15/75.

Dr. Income and Expenditure Account for the year ended 31st March - 2019 Cr.

EXPENDITURE	₹	₹	INCOME	₹
To Sports materials consumed :			By Sale of old bats and balls	2,000
Opening Stock (01.04.2018)	3,000			
<u>Add : Purchase during the year</u>	<u>17,000</u>			
	20,000			
<u>Less : Closing Stock (31.03.2019)</u>	<u>4,000</u>	16,000		

Balance sheet. As on 31st March 2019.

LIABILITIES	₹	ASSETS	₹	₹
		Stock of bats & balls		4,000

16/75.

Dr.

Income and Expenditure Account for the year ended 31st March - 2019

Cr.

EXPENDITURE	₹	₹	INCOME	₹
Opening Stock (01.04.2018)	2,600			
<u>Add : Purchase during the year</u>	<u>6,500</u>			
	9,100			
<u>Less : Closing Stock (31.03.2019)</u>	<u>2,200</u>	6,900		

Balance sheet. As on 31st March 2019.

LIABILITIES	₹	ASSETS	₹	₹
		Stock of stationery		2,200

Treatment of incomes and expenses pertaining to specific funds :

- Specific fund is to be shown on the liabilities side and specific fund investments account is to be shown on the assets side of the balance sheet.
- Incomes and expenses relating to the specific fund account should not be recorded in income and expenditure account.
- Incomes relating to the fund should be added to the fund account and expenses relating to the fund should be subtracted from the fund account in the balance sheet prepared as at the end of the year.
- If interest is accrued on specific fund investments for the current year, then it should be added along with the fund account on the liabilities side and should also be shown on the assets side of the balance sheet as accrued interest on investments.

Important points in the preparation of a balance sheet of a not-for-profit organisation

- Capital fund also called as general fund or accumulated fund is taken to the liabilities side. Surplus in the income and expenditure account is added to the capital fund and deficit is subtracted from the capital fund in the balance sheet.

Tutorial Note :

- If capital fund of the organisation is **not given** in the problem, the **opening balance sheet** should be prepared to **ascertain the opening capital fund**. The **difference between the total of assets and the total of liabilities** as at the **beginning of the year** is the **opening capital fund**.
- Opening capital fund = Assets at the beginning- Liabilities at the beginning.

18/76.

Karaikudi sports club in Balance sheet as on 31st March, 2019

LIABILITIES	₹	₹	ASSETS	₹	₹
Tournament fund	90,000		Tournament fund investment		90,000
<u>Add :</u> Interest received on tournament fund investment	<u>9,000</u>				
	99,000				
<u>Add :</u> Donation to tournament fund	<u>10,000</u>				
	1,09,000				
<u>Less :</u> Tournament expenses	<u>60,000</u>	49,000			

19/76.

Balance sheet of Salem Sports Club as on 31st March.2019.

LIABILITIES	₹	₹	ASSETS	₹	₹
			Sports equipment		30,000
Prize fund		10,000	Computer		25,000
Subscription received in advance for 2019-20		8,000	Subscription outstanding for 2018-19		5,000
			Prize fund investments		10,000
Capital Fund (Balancing Figure)		80,000	Cash in Hand		7,000
			Cash at bank		21,000
		98,000			98,000

20/77 .

Income and expenditure account of Kumbakonam Basket Ball Association
for the year ended 31st Dec, 2018.

EXPENDITURE	₹	₹	INCOME	₹	₹
To Rent		11,000	By Subscription		33,000
To Entertainment Expenses		11,200	By Entrance fees		6,000
To Sports material (opening)	3000		By General donations		7,000
Add : Purchased	<u>13000</u>				
	16000		By Miscellaneous Receipts		500
Less : closing stock of sports material	<u>5000</u>	11,000	By Sale of old sports materials		1,000
To Match expenses		12,000			
To Surplus		2,300			
(excess of income over expenditure)					
		47,500			47,500

Balance Sheet of Kumbakonam Basket Ball Association on 31st Dec, 2018.

LIABILITIES	₹	₹	ASSETS	₹	₹
Capital fund	30,000		Furniture		10,000
Add : Surplus	<u>2,300</u>	32,300	Investments made		28,000
Subscription Received in Advance		16,000	Cash in hand		1,300
			Cash at bank		4,000
			closing stock of sports material		5,000
		48,300			48,300

21/77.

Income and expenditure account of Yercaud Youth Association,
For the year ended 31st March - 2019.

EXPENDITURE	₹	₹	INCOME	₹	₹
			By Government grants for purchase of books		10,000
To Salary		14,000	By Subscription	24,800	
To Office expenses		7,200	Add : Outstanding subscription	1,700	26,500
To Opening stock of stationery	1,200		By Admission fees		2,000
Add : Stationery purchased	1,800		By Bank interest		1,500
	3,000		By Sale of newspapers		1,100
Less : Closing stationery	2,000	1,000			
To Newspaper purchased		2,100			
To Surplus		16,800			
(excess of income over expenditure)					
		41,100			41,100

Balance Sheet of Yercaud Youth Association, For The Year 31st March.2019

LIABILITIES	₹	₹	ASSETS	₹	₹
Capital fund	20,000		Stock of books	9,200	
<u>Add : Surplus</u>	<u>16,800</u>	36,800	<u>Add : Books purchased</u>	<u>15,000</u>	24,200
Prize fund receipts	6,000		Stock of stationery		2,000
<u>Less : Prizes awarded</u>	<u>5,000</u>	1,000	Cash in hand		9,900
			Outstanding subscription		1,700
		37,800			37,800

22 / 78.

Income and expenditure account of Neyveli Science Club
for the year ended 31st December 2018.

EXPENDITURE	₹	₹	INCOME	₹	₹
To Postage expenses		200	By Subscription	8,700	
To Laboratory expenses		2,400	<u>Less: Subscription for the year 2019</u>	<u>600</u>	8,100
To Secretary's honorarium		5,000	By Sale of science equipment's (Book value ₹ 5,000) Sale Value ₹6000)		1,000
To Audit fees		3,600	By Miscellaneous income		500
To General charges		1,800			
			By Deficit		3,400
			<u>(excess of expenditure over income),</u>		
		13,000			13,000

Balance Sheet of Neyveli Science Club for the year ended 31st December 2018..

LIABILITIES	₹	₹	ASSETS	₹	₹
Life membership fees		5,000	Science equipments Purchase		10,000
Exhibition fund receipts	7,000		Cash in Hand		200
<u>Less : Exhibition expenses</u>	<u>5,000</u>	2,000	Cash at Bank		400
Subscription received in Advance		600			
Capital fund	6,400				
<u>Less : Deficit</u>	<u>3,400</u>	3,000			
		10,600			10,600

23/80. Calculation of Capital Fund :Balance sheet of Sivakasi Pensioner's Recreation Club, as on 1st April, 2017

LIABILITIES	₹	₹	ASSETS	₹	₹
			Furniture		10,000
			Cash in Hand		10,000
			Cash at Bank		20,000
			Subscription Outstanding		
Capital Fund (Balancing Figure)		46,000	2017 - 2018	5,000	
			2016 - 2017	<u>1,000</u>	6,000
		46,000			46,000

Income and expenditure account of Neyveli Science Club
for the year ended 31st December 2018.

EXPENDITURE	₹	₹	INCOME	₹	₹
To Rent and rates		18,000	By Subscription 2017 - 2018	25,000	
To Electricity charges		17,000	Add : Outstanding Subscription	5,000	30,000
To Repairs and renewals		16,000	By Rent from hall		14,000
To Special dinner expenses		4,000	By Lockers rent		5,000
To Sundry expenses		2,000	By Collection for special dinner		12,000
To Surplus		4,000			
(excess of income over expenditure)					
		61,000			61,000

Balance Sheet of Neyveli Science Club for the year ended 31st December 2018.

LIABILITIES	₹	₹	ASSETS	₹	₹
Legacies		40,000	Furnoture (01.04.2017)	10000	
Subscription 'Received in Advance		6,000	Add :Furniture purchased	<u>12000</u>	22,000
Bank overdraft		3,000	Billiards table purchased		70,000
Capital Fund	46,000		Cash in Hand		1,000
<u>Add : Surplus</u>	<u>4,000</u>	50,000	Subscription Outstanding		
			2017 - 2018	5,000	
			2016 - 2017	<u>1,000</u>	6,000
		99,000			99,000

24/80.Calculation of Capital Fund :

Balance sheet of Virudhunagar Volleyball Association for the year ended 1st Jan. , 2018.

LIABILITIES	₹	₹	ASSETS	₹	₹
			Investments		10,000
			Premises and grounds		40,000
			Stock of bats and balls		5,000
Capital Fund (Balancing figure)		75,000	Cash in Hand		5,000
			Subscription outstanding		15,000
		75,000			75,000

Income and expenditure account Virudhunagar Volleyball Association
for the year ended 31st December, 2018.

EXPENDITURE	₹	₹	INCOME	₹	₹
To Upkeep of pavilion		17,000	By Subscription	55,000	
To Secretary's honorarium		18,000	Add : Subscription due for the year 2018,	<u>6,000</u>	61,000
To Stock of bats and balls	5000		By Donations		40,000
Add : Purchase of Bats and balls	<u>22,000</u>	27,000	By Interest on fixed deposit		8,000
To Grass seeds		2,000	By Miscellaneous receipts		5,000
To Sundry expenses		3,000			
To Surplus		47,000			
<u>(excess of income over expenditure)</u>					
		1,14,000			1,14,000

Balance Sheet of Virudhunagar Volleyball Association
for the year ended 31st December, 2018.

LIABILITIES	₹	₹	ASSETS	₹	₹
Match fund receipts	30,000		Fixed deposit		58,000
<u>Less : Match expenses</u>	<u>25,000</u>	5,000	Cash in hand		7,000
Subscription Received in Advance		5,000	Cash at Bank		6,000
Capital Fund	75,000		Investments		10,000
<u>Add : Surplus</u>	<u>47,000</u>	1,22,000	Premises and grounds		40,000
			Outstanding Subscription -2018		6,000
			Outstanding Subscription -2017		5,000
		1,32,000			1,32,000

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	Quarterly Exam	Half Yearly Exam	Public Exam	NEET		

11th Standard	Syllabus	Books	Study Materials – EM	Study Materials - TM	Practical	Online Test (EM & TM)
	Monthly Q&A	Mid Term Q&A	Revision Q&A	Centum Questions	Creative Questions	
	Quarterly Exam	Half Yearly Exam	Public Exam	NEET		

10th Standard	Syllabus	Books	Study Materials - EM	Study Materials - TM	Practical	Online Test (EM & TM)
	Monthly Q&A	Mid Term Q&A	Revision Q&A	PTA Book Q&A	Centum Questions	Creative Questions
	Quarterly Exam	Half Yearly Exam	Public Exam	NTSE	SLAS	

9th Standard	Syllabus	Books	Study Materials	1st Mid Term	2nd Mid Term	3rd Mid Term
	Quarterly Exam	Half Yearly Exam	Annual Exam	RTE		

8th Standard	Syllabus	Books	Study Materials	1st Mid Term	2nd Mid Term	3rd Mid Term
	Term 1	Term 2	Term 3	Public Model Q&A	NMMS	Periodical Test

7th Standard	Syllabus	Books	Study Materials	1st Mid Term	2nd Mid Term	3rd Mid Term
	Term 1	Term 2	Term 3	Periodical Test	SLAS	

6th Standard	Syllabus	Books	Study Materials	1st Mid Term	2nd Mid Term	3rd Mid Term
	Term 1	Term 2	Term 3	Periodical Test	SLAS	

1st to 5th Standard	Syllabus	Books	Study Materials	Periodical Test	SLAS	
	Term 1	Term 2	Term 3	Public Model Q&A		

Exams	TET	TNPSC	PGTRB	Polytechnic	Police	Computer Instructor
	DEO	BEO	LAB Asst	NMMS	RTE	NTSE

Portal	Matrimony	Mutual Transfer	Job Portal
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Volunteers	Centum Team	Creative Team	Key Answer Team
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