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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 附件1：   |  |  |  |  | | --- | --- | --- | --- | | 南通市新型合作农场固定资产计提折旧表 | | | | | **序号** | **各类名称** | **折旧年限** | **预计净残值率** | | 1 | 房屋（砖混及以上）类 | 30 | 原值5% | | 2 | 简易房屋 | 10 | 原值5% | | 4 | 烘干、仓储房 | 15 | 原值5% | | 5 | 大型农业机械类 | 12 | 原值5% | | 6 | 小型农业机械类 | 5 | 原值5% | | 7 | 大型运输工具 | 10 | 原值5% | | 8 | 农业基本建设设施 | 8 | 原值3% | | 9 | 变压器 | 15 | 原值5% | | 10 | 电子设备 | 5 | 原值3% | | 11 | 器具 | 2 |  | | 12 | 其他办公用品 | 5 |  |   附件2：  南通市新型合作农场（合作社）会计档案样式 | | | | | |
| **序号** | **名称** | **规格** | | **样式** | **备注** |
| 1 | 结算凭证 | a4整张印刷，分三联只印标题（加监制单）及编码 | | 表一 | 套打 |
| 2 | 派工单 | 1/2 a4 | | 表二 | 一式贰联 |
| 3 | 入库单 | 1/2 a4 | | 表三 | 一式贰联 |
| 4 | 出库单 | 1/2 a4 | | 表四 | 一式贰联 |
| 5 | 记账凭证 | 1/2 a4 | | 白纸 | 机打 |
| 6 | 记账凭证封面 | 1/2 a4 | | 财政监制 |  |
| 7 | 记账凭证封底 | 1/2 a4 | | 财政监制 |  |
| 8 | 粘贴单 | 1/2 a4 | | 财政监制 |  |
| 9 | 存货实物盘点表 | a4 | | 表五 |  |
| 10 | 月度农户出工结算单 | a4 | | 表六 |  |
| 11 | 月度农户出工结算资金一折通发放明细表 | a4 | | 表七 |  |
| 12 | 合作农场(合作社用工情况统计公示表 | a4 | | 表八 |  |
| 附件3：  南通市新型合作农场（合作社）（结算凭证编号安排） | | | | | |
| **序号** | **名称** | | **编号** | | |
| 1 | 海安市 | | 320601（××××××） | | |
| 2 | 如皋市 | | 320602（××××××） | | |
| 3 | 如东市 | | 320603（××××××） | | |
| 4 | 海安市 | | 320604（××××××） | | |
| 5 | 启东市 | | 320605（××××××） | | |
| 6 | 通州区 | | 320606（××××××） | | |
| 7 | 崇川区 | | 320607（××××××） | | |
| 8 | 港闸区 | | 302608（××××××） | | |
| 9 | 开发区 | | 320609（××××××） | | |
| 10 | 通州湾 | | 320610（××××××） | | |
| 编号中32代表江苏省,06代表南通市,0代表县(市)区.后5位中,前2位代表乡镇,后3位结算凭证号. | | | | | |

表一：

南通市新型合作农场（合作社）结算凭证

NO：

交款单位（人）： 收款日期：

|  |  |
| --- | --- |
| 收款内容（人）： 结算方式：  收款金额（大写）：  ￥： | |
| 注明：（1）本凭证仅限于新型合作农场（合作社）结算使用；  （2）本凭证须加盖收款单位财务专用章有效。 | 收款行： |
| 收款账号： |

收款单位（章）： 收款人：

表二：

南通市新型合作农场（合作社）派工单

年 月 日

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 村组 | 出工人员姓名 | 派工详细农活名称及实施地点 | 作业工时 | 单价（元） | 小计金额 | 验收完成情况 | 一联存根 二联记账（红） |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 合计 | | | | | |  |

田间作业负责人： 派工人： 批准人：

表三：

南通市新型合作农场（合作社）入库单 NO：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 科目 |  |  | 年 月 日 对方科目 | | | | | | | | | | | | 一联保管员 二联记账（蓝） |
| 名称 | | 单位 | 数量 | 单价 | 金 额 | | | | | | | | | 用途或原因 |
| 百 | 十 | 万 | 千 | 百 | 十 | 元 | 角 | 分 |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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主管 会计 保管员 经手人

表四：

南通市新型合作农场（合作社）出库单

NO：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 科目 |  |  | 年 月 日 对方科目 | | | | | | | | | | | | 一联保管员 二联记账（红） |
| 名称 | | 单位 | 数量 | 单价 | 金 额 | | | | | | | | | 用途或原因 |
| 百 | 十 | 万 | 千 | 百 | 十 | 元 | 角 | 分 |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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主管 会计 保管员 经手人

表五：

南通市新型合作农场（合作社）存货实物盘点表

盘点日期： 年 月 日 第 页

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 规格及名称 | 计算单位 | 帐面存数 | | | 实际盘点 | | 升 溢 | | 损 耗 | | 主要原因 |
| 数量 | 单价 | 金额 | 数量 | 金额 | 数量 | 金额 | 数量 | 金额 | 说 明 |
|  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | 负 责 人  审批意见 |
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| **表六：**  合作农场(合作社) 月农户出工结算单 | | | | | | | | | | |
| 用工项目： 年 月 日 | | | | | | | | | | |
| 序 号 | 出工人姓名 | 组 别 | | 出工数 | | 工价（元） | 实付金额(元) | 出工人签字 | | |
| 1 |  |  | |  | |  |  |  | | |
| 2 |  |  | |  | |  |  |  | | |
| 3 |  |  | |  | |  |  |  | | |
| 4 |  |  | |  | |  |  |  | | |
| 5 |  |  | |  | |  |  |  | | |
| 6 |  |  | |  | |  |  |  | | |
| 7 |  |  | |  | |  |  |  | | |
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| 9 |  |  | |  | |  |  |  | | |
| 10 |  |  | |  | |  |  |  | | |
| 11 |  |  | |  | |  |  |  | | |
| 12 |  |  | |  | |  |  |  | | |
| 13 |  |  | |  | |  |  |  | | |
| 14 |  |  | |  | |  |  |  | | |
| 15 |  |  | |  | |  |  |  | | |
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| 21 |  |  | |  | |  |  |  | | |
| 22 |  |  | |  | |  |  |  | | |
| 23 |  |  | |  | |  |  |  | | |
| 小计 |  |  | |  | |  |  |  | | |
| 注：次月10日前，根据上月“用工情况统计公示表”分项目填列。 | | | | | | | | | |  |
| **表七：**  合作农场(合作社) 月农户出工结算资金“一折通”发放明细表 | | | | | | | | | | | |
| 年 月 日 | | | | | | | | | | | |
| 序 号 | | 出工人姓名 | | 一折通农户姓名 | | 一折通账号 | | | | 金额（元） | |
| 1 | |  | |  | |  | | | |  | |
| 2 | |  | |  | |  | | | |  | |
| 3 | |  | |  | |  | | | |  | |
| 4 | |  | |  | |  | | | |  | |
| 5 | |  | |  | |  | | | |  | |
| 6 | |  | |  | |  | | | |  | |
| 7 | |  | |  | |  | | | |  | |
| 8 | |  | |  | |  | | | |  | |
| 9 | |  | |  | |  | | | |  | |
| 10 | |  | |  | |  | | | |  | |
| 11 | |  | |  | |  | | | |  | |
| 12 | |  | |  | |  | | | |  | |
| 13 | |  | |  | |  | | | |  | |
| 14 | |  | |  | |  | | | |  | |
| 15 | |  | |  | |  | | | |  | |
| 16 | |  | |  | |  | | | |  | |
| 17 | |  | |  | |  | | | |  | |
| 18 | |  | |  | |  | | | |  | |
| 19 | |  | |  | |  | | | |  | |
| 20 | |  | |  | |  | | | |  | |
| 21 | |  | |  | |  | | | |  | |
| 22 | |  | |  | |  | | | |  | |
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| 24 | |  | |  | |  | | | |  | |
| 25 | |  | |  | |  | | | |  | |
| 26 | |  | |  | |  | | | |  | |
| 27 | |  | |  | |  | | | |  | |
| 28 | |  | |  | |  | | | |  | |
| 29 | |  | |  | |  | | | |  | |
| 30 | |  | |  | |  | | | |  | |
| 合 计 | | | | | |  | | | |  | |
| 注：次月15日前，根据分项目填写的“农户出工结算单”汇总此表后，送银行或财政所一折通系统打卡发放。 | | | | | | | | | | | |

**表八：**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 合作农场(合作社 月用工情况统计公示表 举报电话： | | | | | | | | | | | | | | | | | | |
| 用工名称 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 合计天数 | 合计金额 |
| 用工项目 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 工价（元） | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 用工日期 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 组别 | 姓名 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 | 金额 |
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| 合计 | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

说明：本表一式两份，一份公示，一份于次月10日前完成7天公示无异议后交合作农场(合作社)会计汇总。

经办村干部签字： 合作农场(合作社)执行监事签字： 合作农场(合作社)负责人签字：