

Company Name

123 Example Street

City, State ZIP

Phone: (123) 456-7890

Email: info@company.com

Summary Payment Statement

Statement No: SPS-2024-0012

Date: 2024-06-15

Period: 2024-05-01 to 2024-05-31

Prepared By: John Doe

Payment Summary

Date	Transaction Ref	Description	Debit (Out)	Credit (In)	Balance
2024-05-03	INV-2248	Invoice Payment	5,000.00		45,000.00
2024-05-10	RCPT-1012	Receipt from Client		7,000.00	52,000.00
2024-05-15	FEE-305	Bank Transfer Fee	35.00		51,965.00
2024-05-18	PAY-7991	Vendor Payment	12,000.00		39,965.00
2024-05-27	RCPT-1022	Payment Received		4,300.00	44,265.00
Totals			17,035.00	11,300.00	
Closing Balance					44,265.00

Important Notes

- This statement is for internal reconciliation purposes only.
- Please verify all entries with supporting invoices and receipts.
- Contact the finance department for any discrepancies or questions.
- Retain this document as part of accounting records for audit and reference.
- Ensure payment dates and reference numbers match your records.