

Digital Ledger Book for Department Expenses

Department: Finance

Ledger Period: Jan 2024 - Mar 2024

Prepared By: A. Sharma

Date Generated: 2024-03-31

Expense Entries

Date	Voucher No.	Expense Head	Description	Payee	Amount (INR)	Remarks
2024-01-10	FV-0127	Stationery	Purchase of office supplies	ABC Stationers	5,200	-
2024-01-27	FV-0182	Travel	Staff local travel reimbursement	Mr. R. Gupta	3,500	Invoice attached
2024-02-04	FV-0249	Maintenance	Printer servicing	PrintCare Services	2,000	-
2024-02-19	FV-0321	Utility	Electricity bill	City Utilities	7,800	Paid online
2024-03-12	FV-0454	Miscellaneous	Annual staff meeting refreshments	Cafe Delight	3,250	-
Total					21,750	

Important Notes

- This digital ledger must be updated regularly with all departmental expenses.
- Original receipts and vouchers should be retained for audit and verification purposes.
- Ensure all entries are checked for accuracy before finalizing the monthly ledger.
- Unauthorized or unapproved expenses should not be recorded.
- The summary total should match financial statements for reconciliation.