

Expense Ledger for Department

Department: Finance & Administration
Period: 01 Jan 2024 – 30 Jun 2024

Prepared By: Jane Doe
Date Prepared: 30 Jun 2024

Expense Transactions

Date	Voucher No.	Description	Account Code	Payee	Amount (USD)	Remarks
2024-01-10	VX1001	Office Supplies Purchase	5101	ABC Stationery Co.	250.00	
2024-02-05	VX1023	Internet Service	5201	NetConnect Ltd.	120.75	Feb Subscription
2024-03-16	VX1054	Team Training Workshop	5302	Growth Edu.	375.00	Q1 Session
2024-04-22	VX1101	Equipment Maintenance	5401	FixEasy Services	90.00	
2024-06-11	VX1158	Staff Refreshments	5503	Cafe Delight	60.25	Quarter-end
Total					896.00	

Important Notes:

- This expense ledger should be maintained accurately to record all departmental expenditures.
- Supporting documents (invoices, receipts, etc.) must be attached for each transaction entry.
- Regular review and reconciliation are required to ensure completeness and correctness.
- Unauthorized or personal expenses are not permitted and must not be included in the ledger.
- The ledger serves as an official record for audits and financial reporting.