

Comprehensive Format Title for Utility Bills in Office Accounting

Period Covered: January 1, 2024 – January 31, 2024

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Department	Finance & Accounting
Date Prepared	February 5, 2024
Office Location	Main Office, 123 Business Road, City
Reference No.	UB-2024-01-MAIN

Utility Bills Overview

#	Utility Type	Billing Period	Account No.	Bill No.	Supplier	Amount (USD)	Due Date	Date Paid	Status
1	Electricity	01/01/2024 – 01/31/2024	ELEC-456789	202401-ELEC-1234	PowerGrid Inc.	1,200.00	02/15/2024	02/10/2024	Paid
2	Water	01/01/2024 – 01/31/2024	WATER-987654	202401-WAT-5678	AquaFlow Ltd.	250.00	02/16/2024	02/11/2024	Paid
3	Internet	01/01/2024 – 01/31/2024	NET-123456	202401-NET-3456	NetWave	375.00	02/18/2024	02/12/2024	Paid
4	Telephone	01/01/2024 – 01/31/2024	TEL-654321	202401-TEL-7890	TalkLine	110.00	02/20/2024	02/13/2024	Paid
						1,935.00			

Summary of Utility Expenses

Utility Type	Total Amount (USD)
Electricity	1,200.00
Water	250.00
Internet	375.00
Telephone	110.00
Total Utility Expenses	1,935.00

Important Notes

- This format provides a comprehensive and auditable record for all office utility bills within a period.
- Ensure all utility invoices and receipts are attached for supporting documentation.
- Cross-check total amounts for consistency and accuracy before final approval.
- Maintain original copies of this document for reference and future audits.
- Update and compile this report monthly for accurate expense tracking and budgeting.

