

Monthly Expenditure Reconciliation Sheet

Prepared by: Jane Doe

Month: June 2024

Department: Finance

Reviewed by: John Smith

Date: 2024-07-01

Expenditure Details

Date	Description	Category	Amount (USD)	Paid By	Remarks
2024-06-05	Office Supplies	Stationery	52.00	Credit Card	Receipts attached
2024-06-11	Catering for Meeting	Hospitality	140.50	Bank Transfer	-
2024-06-18	Travel Reimbursement	Travel	96.80	Cash	Approved by manager
2024-06-25	Internet Subscription	Utilities	85.99	Direct Debit	Monthly bill
Total			375.29		

Important Notes:

- Ensure all receipts and supporting documents are attached for verification.
- Cross-verify all amounts and payment methods with bank statements or cash logs.
- This sheet should be reviewed and signed by the department head monthly.
- Discrepancies must be promptly reported and resolved before submission.
- Retain copies of reconciliation sheets for audit and record keeping.