

Monthly Ledger Summary

Company: Example Enterprises Ltd.

Month: June 2024

Prepared By: Jane Doe

Date Prepared: 01 July 2024

Document Ref: MLS-2024-06

Ledger Transactions Summary

Date	Description	Reference	Debit (USD)	Credit (USD)	Balance (USD)
2024-06-01	Opening Balance	-			10,000.00
2024-06-03	Office Supplies Purchase	INV-1021	450.00		9,550.00
2024-06-10	Client Payment	RCPT-624		2,500.00	12,050.00
2024-06-17	Utility Bill	INV-1030	750.00		11,300.00
2024-06-28	Salary Payments	PAY-624	3,600.00		7,700.00
2024-06-30	Interest Income	RCPT-647		120.00	7,820.00
2024-06-30	Closing Balance	-			7,820.00

Total Debits

\$4,800.00

Total Credits

\$2,620.00

Opening Balance

\$10,000.00

Closing Balance

\$7,820.00

Important Notes:

- This document summarizes all ledger activity for the specified month.
- Ensure all transactions are accurately entered and referenced.
- Discrepancies between opening/closing balances and transaction totals should be investigated immediately.
- Keep this summary as part of your official accounting records.
- Consult your financial team or accountant for clarification on any unusual entries.