

# Daily Expense Statement

For Ledger Compliance

Date:

\_\_\_\_\_

Prepared By:

\_\_\_\_\_

Department / Project:

\_\_\_\_\_

Statement No.:

\_\_\_\_\_

S/N	Date	Description	Voucher/Ref No.	Account Head	Amount (₹)	Remarks
1	____/____/____	_____	_____	_____	_____	_____
2	____/____/____	_____	_____	_____	_____	_____
3	____/____/____	_____	_____	_____	_____	_____
4	____/____/____	_____	_____	_____	_____	_____
<b>Total Amount</b>					_____	_____

Prepared By

\_\_\_\_\_

Checked/Verified By

\_\_\_\_\_

Authorized Signatory

\_\_\_\_\_

## Important Notes:

- All entries must be supported by appropriate receipts or vouchers.
- Ensure correct classification under the respective Account Head.
- The statement should be reviewed and approved before posting to the ledger.
- Maintain daily statements for accurate and timely financial reporting.
- Any corrections must be initialed by the preparer and reviewer.