

Detailed Expense Statement

Date: 06 June 2024
Reference: EXP-2024-0023
Prepared By: John Doe
Ledger Account: General Expenses

Expense Details

Date	Voucher No.	Description	Account Head	Amount	Remarks
2024-06-01	VCH-1001	Office Supplies	Stationery	150.00	Bills attached
2024-06-02	VCH-1002	Internet Charges	Communication	80.00	Monthly bill
2024-06-03	VCH-1003	Transport	Conveyance	60.00	Taxi receipts
2024-06-04	VCH-1004	Client Meeting Lunch	Entertainment	120.00	Lunch with client ABC
				Total	410.00

Summary

Total Amount: 410.00
Number of Entries: 4

Important Notes

- Ensure all expenditure items are supported by valid vouchers and receipts.
- Every entry should include a clear description and the correct account head for transparency.
- Statements must be reviewed and approved by authorized personnel before ledger posting.
- Maintain records in accordance with financial policies and audit requirements.