

# 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
					<b>Total</b> <b>410.00</b>

## 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.