

Simplified Ledger Expense Statement

Account Name: John Doe
Statement Period: 01/01/2024 – 30/06/2024
Account No.: 0021456-LD

Expense Ledger

Date	Description	Category	Reference	Amount (USD)
01/01/2024	Stationery Purchase	Office Supplies	INV-1001	50.00
05/01/2024	Coffee Shop Meeting	Meals & Entertainment	RCP-0233	18.50
12/01/2024	Taxi Fare	Transportation	TRN-4410	23.90
21/01/2024	Software Subscription	IT & Technology	SUB-7812	99.99
27/01/2024	Client Lunch	Meals & Entertainment	RCP-0287	40.20
Total				232.59

Important Notes

- This statement captures expenses in a simplified ledger format for easy record keeping.
- Ensure all entries are supported by valid receipts or relevant references.
- Regularly reconcile this ledger with actual account statements for accuracy.
- Categorizing expenses aids budget tracking and analysis.
- Store this document securely for tax and audit purposes.