

Monthly Summary Cash Book

Month: **June 2024**
Prepared By: **John Doe**
Department: **Finance**
Reviewed By: **Jane Smith**

Date	Particulars	Voucher No.	Debit (Cash In)	Credit (Cash Out)	Balance
01-06-2024	Opening Balance	-	10,000	-	10,000
03-06-2024	Sales Collection	RV-102	2,500	-	12,500
07-06-2024	Office Supplies	PV-056	-	800	11,700
11-06-2024	Consulting Fees Received	RV-103	1,200	-	12,900
16-06-2024	Utility Payment	PV-057	-	950	11,950
22-06-2024	Miscellaneous Income	RV-104	500	-	12,450
28-06-2024	Staff Salary	PV-058	-	5,000	7,450
Total			14,200	6,750	7,450

Important Notes

- All entries should be supported with proper vouchers and receipts.
- Balances must be carried forward correctly from the previous month.
- Ensure all figures are checked and reconciled at month-end.
- This document serves as a vital internal control record for cash management.
- Any corrections or adjustments should be clearly explained and authorized.