

Cash Receipts and Payments Ledger

For the Period: _____

Date	Particulars	Voucher/Ref No.	Receipts (₹)	Payments (₹)	Balance (₹)
01-06-2024	Opening Balance	-	50,000	-	50,000
02-06-2024	Cash Sales	REC-001	25,000	-	75,000
03-06-2024	Purchased Office Supplies	PAY-002	-	5,000	70,000
04-06-2024	Received from Customer A	REC-003	10,000	-	80,000
05-06-2024	Utility Bill Payment	PAY-004	-	2,500	77,500
Totals			85,000	7,500	77,500

Important Notes:

- This ledger records all cash receipts and payments in chronological order.
- Entries must be supported by appropriate vouchers or references for audit purposes.
- The closing balance should be verified with the physical cash on hand at period end.
- Separate columns for receipts and payments help in quick reconciliation.
- Maintain this document regularly to ensure accurate financial tracking.