

Monthly Cash Ledger Statement

Month: June 2024

Prepared By

Account Ref

Organization

John Doe

CL-2024-06-001

ABC Corporation

Date	Description	Reference No.	Debit (Inflow)	Credit (Outflow)	Balance
01/06/2024	Opening Balance	-	10,000.00	-	10,000.00
03/06/2024	Cash Sales	R-2101	2,300.00	-	12,300.00
08/06/2024	Stationery Purchase	P-1057	-	450.00	11,850.00
12/06/2024	Utility Bill Payment	U-3325	-	800.00	11,050.00
15/06/2024	Received from Client	R-2142	1,500.00	-	12,550.00
20/06/2024	Petty Cash Expenses	P-1062	-	300.00	12,250.00
28/06/2024	Salary Payment	S-7001	-	5,000.00	7,250.00
30/06/2024	Closing Balance	-	-	-	7,250.00

Important Notes:

- This statement is a monthly summary of cash inflows, outflows, and the running balance.
- Ensure all transactions are supported by relevant receipts or vouchers.
- Review for accuracy and sign off before record archiving or submission.
- Keep this ledger safe as it is important for accounting and audit purposes.
- Adjust the format as needed to suit organizational requirements.