

Cash Ledger

Period: 01/06/2024 - 30/06/2024

Account Name: John Doe

Date	Particulars	Voucher No.	Debit (Receipt)	Credit (Payment)	Balance
01/06/2024	Opening Balance	-			5,000.00
03/06/2024	Cash Sale	CV-001	1,500.00		6,500.00
07/06/2024	Purchase of Stationery	PV-002		600.00	5,900.00
15/06/2024	Received from Client	CV-003	2,000.00		7,900.00
19/06/2024	Office Rent Paid	PV-004		2,000.00	5,900.00
24/06/2024	Drawings	PV-005		900.00	5,000.00
30/06/2024	Closing Balance	-			5,000.00

Important Notes

- Each transaction should be supported with relevant vouchers or receipts for audit purposes.
- Opening balance is carried forward from the previous period's closing balance.
- Ensure all entries are recorded chronologically and accurately.
- Closing balance should be matched with the physical cash in hand at the period end.
- This ledger helps in tracking the cash flows and maintaining financial accountability.