

Contra Voucher

Document No.: CV/2024/0061

Date: 28-Jun-2024

Company Name	ABC Enterprises Pvt. Ltd.	Branch	Main Branch
Prepared By	Priya Sharma	Department	Accounts
Reference No.	BR/000231	Currency	INR

S.No.	Particulars	Debit A/C	Credit A/C	Amount	Narration
1	Transfer from Savings to Current	Savings Account - 002455993	Current Account - 001007533	₹ 50,000	Transfer of reserve funds
2	Cheque deposited in Current A/c	Bank - Cheque Deposited	Current Account - 001007533	₹ 25,000	Cheque #853230, HDFC Bank

Amount in Words: *Seventy-Five Thousand Rupees Only*

Narration: Contra entry for fund transfer and cheque deposit between internal bank accounts as per approval.

Prepared By

(Priya Sharma)

Checked By

(Amit Verma)

Approved By

(Deepak Kaul)

Received By

(Signature)

Accounts Head

(Nandini Rao)

Important Notes:

- Contra vouchers are used to record fund transfers between internal accounts with no external party involved.
- Ensure all account details and amounts are checked carefully before approval.
- Vouchers must be signed by authorized personnel for authenticity.
- Supporting documents should be attached wherever applicable.

- Record voucher number and date for audit and compliance purposes.