

Contra Voucher

For Cash & Bank Transactions

Voucher No: CV/2024/015

Date: 2024-06-21

Prepared By: John Doe

Checked By: Jane Smith

Transaction Details

| Particulars | Account | Debit (â‚¹) | Credit (â‚¹) |
|----------------------------|-----------------------|-------------|--------------|
| Transfer from Cash to Bank | Bank â‚¬ ABC Bank A/c | 25,000 | - |
| Transfer from Cash to Bank | Cash A/c | - | 25,000 |

Narration:

Being cash of â‚¹25,000 deposited into ABC Bank account vide deposit slip no. 89211.

| |
|---------------|
| Prepared By |
| Checked By |
| Authorized By |

Important Notes:

- Contra vouchers record transactions between cash and bank accounts of the same entity.
- No external party is involved in contra transactions.
- Examples include cash deposited into bank, cash withdrawn from bank, or transfer between bank accounts.
- Contra vouchers do not impact income/expenses â‚¬ only movement within balance sheet items.
- Proper supporting documents (slips, counterfoils) should be attached to the voucher.