

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 (₹,¹)	Credit (₹,¹)
Transfer from Cash to Bank	Bank ₹ ABC Bank A/c	25,000	-
Transfer from Cash to Bank	Cash A/c	-	25,000

Narration:

Being cash of ₹25,000 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- Examples include cash deposited into bank, cash withdrawn from bank, or transfer between bank accounts.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 – only movement within balance sheet items.
- Proper supporting documents (slips, counterfoils) should be attached to the voucher.