

Contra Voucher

Voucher No: CV/2024/0012

Date: 2024-06-09

Prepared By: John Doe

#	Account Particulars	Ledger Folio	Debit (â‚¹)	Credit (â‚¹)
1	Bank A/C - Axis Bank (Dr)	LF-0012	30,000.00	
2	Cash A/C (Cr)	LF-0023		30,000.00
Total			30,000.00	30,000.00

Narration: Transferred â‚¹30,000 from Cash to Axis Bank Account.

Authorised Signatory

Important Notes:

- Contra vouchers are used for transactions between cash and bank accounts only.
- No external or third-party entries are recorded in contra vouchers.
- Voucher must be properly authorized and supported by relevant transfer evidence.
- Each debit must have a corresponding credit of equal value.
- Maintain proper voucher serial numbering for audit and tracking.