

Contra Voucher

Double Entry Ledger Format

Voucher No.: CV/2024/0010 **Date:** 2024-06-13
Prepared By: John Doe **Checked By:** Jane Smith
Branch: Main Office **Account Period:** Apr 2024 - Mar 2025

Account Code	Account Name	Particulars	Debit (â,')	Credit (â,')
100001	Cash Account	Transferred to Bank	50,000.00	
200002	Bank Account	Cash Deposited		50,000.00

Narration:

Being â,150,000 transferred from Cash Account to Bank Account via contra entry as per voucher.

Prepared By

Checked By

Authorized By

Important Notes:

- Contra Vouchers record internal fund transfers between cash, bank, and other accounts within the same entity.
- They do not affect expenses or incomes, only asset accounts like cash and bank.
- Ensure that debit and credit totals always match in double entry system.
- Always support contra vouchers with relevant documentation where required.
- Typically marked as "C" (for Contra) in the ledger or voucher records.