

Contra Voucher

Voucher No:

CNV-2024/067

Date:

2024-06-12

Prepared By:

Rahul Sharma

Approved By:

Priya Verma

Branch:

Main Branch

Account Year:

2024-2025

S.No.	Account Ledger	Debit (₹)	Credit (₹)	Remarks
1	Cash A/c	30,000		Cash withdrawn for deposit in bank
2	Bank of India A/c		30,000	Cash deposited to bank

Narration:

Being cash withdrawn from the office for deposit into Bank of India as per the management's instructions.

Prepared By

Checked By

Authorized Signatory

Important Notes:

- Contra vouchers are used for internal fund transfers between cash and bank accounts only.
- No third-party transactions are involved in contra vouchers.
- Proper narration should be given for clarity and auditing purposes.
- Ensure all entries are supported with relevant source documents.
- Contra voucher should be approved by an authorized person.