

# Standard Contra Voucher

**Voucher No.:** CV/2023/078

**Date:** 2023-11-23

**Ledger Name:** Mega Bank Ltd.

**Prepared By:** Santosh Dahal

**Branch:** Kathmandu Main

**Authorized By:** Prakash Shrestha

## Transaction Details

Account Name	Account Code	Debit (Rs.)	Credit (Rs.)	Particulars
Cash Account	100101	50,000.00		Cash withdrawn from Bank
Bank Account - Mega Bank Ltd.	102201		50,000.00	Cash withdrawn from Bank

## Remarks

Cash withdrawn from Mega Bank Ltd. for office expenses as per management approval.

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Checked By

\_\_\_\_\_  
Authorized By

- Contra voucher is used for internal fund transfers between cash and bank accounts only.
- No involvement of external parties or non-cash/bank accounts is permitted in a contra entry.
- Both debit and credit entries must be supported by valid documentary evidence.
- Contra vouchers do not impact income or expenditure accounts.
- Ensure dual signatures for authenticity and approval.