

Cash Book Ledger Statement

For the Period: 01 Jan 2024 to 31 Jan 2024

Account: Main Office Cash

Date	Description	Voucher No.	Debit (Inflow)	Credit (Outflow)	Balance
01/01/2024	Opening Balance	-	10,000.00	-	10,000.00
03/01/2024	Cash Sale	REC-001	2,500.00	-	12,500.00
05/01/2024	Office Supplies Purchased	PV-012	-	800.00	11,700.00
10/01/2024	Rent Paid	PV-014	-	3,000.00	8,700.00
18/01/2024	Miscellaneous Income	REC-005	600.00	-	9,300.00
23/01/2024	Utility Payment	PV-020	-	900.00	8,400.00
29/01/2024	Petty Cash Replenished	REC-011	1,000.00	-	9,400.00
Total Inflow			14,100.00		
Total Outflow			4,700.00		
Closing Balance			9,400.00		

Important Notes:

- This statement records all cash transactions of a particular account for a specified period.
- Ensure all entries are supported by valid vouchers or receipts.
- The closing balance must match the physical cash at hand.
- Regular reconciliation with actual cash is recommended.
- Errors should be corrected through proper accounting entries and approvals.