

Running Balance Ledger Sheet

Date	Description	Debit (₹)	Credit (₹)	Balance (₹)
01/06/2024	Opening Balance			10,000.00
02/06/2024	Office Supplies Purchase	2,000.00		8,000.00
05/06/2024	Client Payment Received		5,000.00	13,000.00
08/06/2024	Utilities Expense	1,500.00		11,500.00
10/06/2024	Miscellaneous Income		1,000.00	12,500.00

Important Notes:

- This ledger sheet helps track account movements with a continuously updated balance after every transaction.
- Always record transactions in chronological order for accuracy.
- Double-check entries for correct debit and credit placement.
- Keep supporting documents for each transaction for verification.
- Verify your running balance regularly to ensure no discrepancies.