

# Monthly General Ledger

Company Name:	[Sample Company Pvt. Ltd.]	Month:	[June 2024]
Prepared By:	[Name]	Date:	[01-Jul-2024]

## General Ledger Details

Date	Account	Description	Reference	Debit (â‚¹)	Credit (â‚¹)	Balance (â‚¹)
01/06/2024	Cash	Opening Balance	OB-1	1,00,000		1,00,000
03/06/2024	Sales	Goods Sold to Customer A	INV-101		25,000	1,25,000
07/06/2024	Purchase	Bought Office Supplies	PO-502	5,000		1,20,000
12/06/2024	Bank	Deposit from Customer B	BANK-041	15,000		1,35,000
20/06/2024	Expenses	Utility Payment	EXP-66	2,500		1,32,500
29/06/2024	Sales	Goods Sold to Customer C	INV-102		30,000	1,62,500

## Summary

Account	Debit Total (â‚¹)	Credit Total (â‚¹)	Closing Balance (â‚¹)
Cash	1,00,000	0	1,00,000
Sales	0	55,000	55,000
Purchase	5,000	0	5,000
Bank	15,000	0	15,000
Expenses	2,500	0	2,500

## Important Notes

- The monthly general ledger serves as the key record for all accounting transactions and must be maintained accurately.
- All entries should be supported with proper vouchers, invoices, or references for audit purposes.
- Closing balances should match with respective account statements and monthly bank reconciliation.
- It is essential to regularly review and verify the ledger to ensure compliance and financial accuracy.
- This document should be preserved for statutory audit and reference as per company policies.