

Cash Disbursement Ledger

Company Name: Sample Enterprise Ltd.

Period: January 2024

Prepared by: Jane Doe

| DATE | CHECK / REF. NO. | PAYEE | DESCRIPTION | ACCOUNT | AMOUNT | BALANCE |
|------------|------------------|----------------------|--------------------------|-----------------|--------|----------|
| 2024-01-02 | 1001 | ABC Supplies | Office supplies purchase | Office Expenses | 350.00 | 9,650.00 |
| 2024-01-05 | 1002 | XYZ Logistics | Delivery fees | Freight | 120.00 | 9,530.00 |
| 2024-01-10 | 1003 | Electric Power Co. | Office electricity bill | Utilities | 285.50 | 9,244.50 |
| 2024-01-14 | 1004 | Main Street Cleaning | Monthly cleaning service | Maintenance | 200.00 | 9,044.50 |
| 2024-01-20 | 1005 | Star Printing | Marketing flyers | Advertising | 175.00 | 8,869.50 |

Important Notes

- Ensure all disbursements are supported by valid receipts and approved documents.
- The ledger should be updated promptly to maintain accurate cash balances.
- Regular reconciliation with bank statements is recommended.
- Review disbursements for compliance with company policies and budget.
- This document serves as an essential reference for audits and financial reporting.