

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.