

Cash Receipt and Payment Ledger Sheet

Date: 2024-06-26

Ledger No.: CRP-2024-067

Account Name: ABC Supplies

Prepared by: Jane Doe

Date	Particulars	Receipt		Payment		Balance	Remarks
		Cash	Bank	Cash	Bank		
2024-06-01	Opening Balance	5,000.00	2,500.00	-	-	7,500.00	--
2024-06-05	Cash Sales	2,000.00	-	-	-	9,500.00	
2024-06-08	Bank Deposit	-	3,000.00	-	-	12,500.00	
2024-06-13	Office Supplies Purchase	-	-	750.00	-	11,750.00	Bill #589
2024-06-16	Utility Payment	-	-	-	900.00	10,850.00	Bank Transfer
2024-06-22	Customer Refund	-	-	300.00	-	10,550.00	Ref#R102

Important Notes:

- This ledger provides a chronological record of all cash receipts and payments.
- Maintains separate columns for cash and bank transactions for increased clarity.
- Entries should be made daily with supporting document references in the Remarks column.
- Balances should be updated after each transaction for accurate real-time tracking.
- Periodic review and reconciliation with bank statements are recommended to ensure accuracy.