

ABC Corporation

123 Main Street
Cityville, Country
Phone: (123) 456-7890

Monthly Cash Ledger Report

Month: June 2024

Prepared by: Jane Doe

DATE	DESCRIPTION	REFERENCE	RECEIPTS (INFLOW)	PAYMENTS (OUTFLOW)	BALANCE
2024-06-01	Opening Balance	-	-	-	5,000.00
2024-06-03	Sales Income	INV-1052	1,800.00	-	6,800.00
2024-06-07	Office Supplies	EXP-204	-	230.00	6,570.00
2024-06-12	Client Payment	RCPT-317	950.00	-	7,520.00
2024-06-15	Utility Bill	EXP-209	-	310.00	7,210.00
2024-06-22	Miscellaneous Income	RCPT-329	400.00	-	7,610.00
2024-06-26	Maintenance Expense	EXP-216	-	120.00	7,490.00
Totals			3,150.00	660.00	7,490.00

Important Notes:

- Monthly Cash Ledger Reports provide a track record of all cash inflows and outflows for the period.
- Ensure all transactions are recorded with accurate dates and references for transparency.
- Review ending balances and verify with physical cash counts at month end.
- Attach supporting documents (invoices, receipts, expense reports) for each ledger entry.
- Use this document for financial reconciliations and management decision-making.