

Cash and Bank Balance Report

Company Name: Sample Company Pvt. Ltd.

Report Date: 30 June 2024

Prepared By: Finance Department

Summary of Cash and Bank Balances

Account Name	Account Number	Type	Balance (INR)
Cash in Hand	-	Cash	25,000.00
Bank of India, Main Branch	1234567890	Bank	125,000.50
HDFC Bank, A/C No 9876543210	9876543210	Bank	58,500.75
Petty Cash	-	Cash	5,200.00
Total Cash Balance			30,200.00
Total Bank Balance			183,501.25
Grand Total			213,701.25

Important Notes:

- Balances are presented as of the report date and subject to reconciliation with bank statements.
- Cash in hand and petty cash should be verified and counted physically.
- Bank account balances include only cleared funds; pending transactions are not shown.
- This report is for internal use and should be handled confidentially.
- Any discrepancies should be promptly reported to the Finance Department.