

Monthly payment tracker

Monthly Payment Tracker		Month	Jul-23					
Prepared by: Lavanya.D		Note: Month is with reference to due date.						
Date:	10-08-2023							
S No.	Firm / Company	Due day of month	Pay to	Towards	PDC Amount	Check marked not more than Amt.	Amount paid	
2	Nilgiri Estates	5	Salaries	Salaries			Yes	
3	SLLP	5	Salaries	Salaries			Yes	
4	SLLP	5	Rent	SLLP Stores Rent			Yes	
5	Nilgiri Estates	7	TDS	TDS			Yes	
6	SLLP	7	TDS	TDS			Yes	
7	Nilgiri Estates	15	PF	PF			Yes	
8	SLLP	15	PF	PF			Yes	
9	Nilgiri Estates	15	ESI	ESI			Yes	
10	SLLP	15	Shreyas Services	House Keeping			Yes	
11	Nilgiri Estates	15	Shreyas Services	House Keeping			Yes	
12	SLLP	15	Expert Security Guards	Security Charges			Yes	
13	Nilgiri Estates	15	Staff Allowances	Mobile Allowances			Yes	
14	SLLP	15	Staff Allowances	Mobile Allowances			Yes	
15	SLLP	20	RCM/GST	RCM payment			No	
16	Nilgiri Estates	24	TSSPDCL	Electricity Charges			Yes	
17	SLLP	24	TSSPDCL	Electricity Charges			Yes	
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
	Total				-			
Notes: 1. Include EMI, Utility bills, Rents, GST, TDS, credit card bills, club bills, PF/ESI, Salary, etc.								
2. Sort by due day.								
3. Make PDCs if amount is known. Else make cheque mark not more than approximate amount payable.								
4. PDCs/blank cheques to be prepared.								

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Loans and Advances

Name of the Company:		Summit Sales LLP & Nilgiri EStates					
For the month:		APR ' 2023			Date:	31-Mar-24	
Signature of the Accountant:				Verified by:			
Sl.No.	Name of the Employee	Salary Advance	Personal Loan	On Account Deductions	Fines/Other deductions	Total Deductions	Out Standing Loan (Mandatory)
1	NIL						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
Note: Please mention deductions separately.					HR & Admin. _____		