

Monthly Payment Tracker		Month		Mar-24			
Prepared by: Sangeetha		Note: Month is with reference to due date.					
Date: 130-04-2024							
S No.	Firm / Company	Due day of month	Pay to	Towards	PDC Amount	Check marked not more than Amt.	Amount paid
1	May Flower Platinum	5	Staff	Salaries			Yes
2	May Flower Platinum	7	TDS Challan	Monthly TDS			Yes
3	May Flower Platinum	10	Bank of Baroda	Vehicle oan			Yes
4	May Flower Platinum	10	Staff	Mobil Allowance			No
5	May Flower Platinum	15	Summit Builders	PF/ESI/PT			No
6	May Flower Platinum	20	GST	Monthly GST			No
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.							

Sangeetha

