

Monthly payment tracker

Monthly Payment Tracker			Month	May-24			
Prepared by: Lavanya.D			Note: Month is with reference to due date.				
Date: 21-06-2024							
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	MHPL Trading	5	Salaries	Salaries			Yes
4	MHPL Trading	5	Rent	Stores Rent			Yes
5	Nilgiri Estates	7	TDS	TDS			Yes
6	MHPL Trading	7	TDS	TDS			No
7	Nilgiri Estates	15	PF	PF			No
8	MHPL Trading	15	PF	ESI			No
9	Nilgiri Estates	15	ESI	House Keeping			Yes
10	MHPL Trading	15	Shreyas Services	House Keeping			Yes
11	Nilgiri Estates	15	Shreyas Services	Security Charges			Yes
12	MHPL Trading	15	Expert Security Guards	Mobile Allowances			Yes
13	Nilgiri Estates	15	Staff Allowances	Mobile Allowances			Yes
14	MHPL Trading	15	Staff Allowances	Mobile Allowances			Yes
15	MHPL Trading	20	RCM/GST	RCM payment			Yes
16	Nilgiri Estates	24	TSSPDCL	Electricity Charges			No
17	MHPL Trading	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.

Lavanya.D