

NE Draft accountants weekly statement 31-08-24 ver16.xls  
Monthly payment tracker

| Monthly Payment Tracker                                                                                    |                 |                  | Month Jul-24                               |                     |            |                                 |             |
|------------------------------------------------------------------------------------------------------------|-----------------|------------------|--------------------------------------------|---------------------|------------|---------------------------------|-------------|
| Prepared by: Lavanya.D                                                                                     |                 |                  | Note: Month is with reference to due date. |                     |            |                                 |             |
| Date: 31-08-2024                                                                                           |                 |                  |                                            |                     |            |                                 |             |
| S No.                                                                                                      | Firm / Company  | Due day of month | Pay to                                     | Towards             | PDC Amount | Check marked not more than Amt. | Amount paid |
| 1                                                                                                          | Nilgiri Estates | 5                | Salaries                                   | Salaries            |            |                                 | YES         |
| 2                                                                                                          | MHSVC           | 5                | Salaries                                   | Salaries            |            |                                 | YES         |
| 3                                                                                                          | MHPL Trading    | 5                | Rent                                       | Stores Rent         |            |                                 | YES         |
| 4                                                                                                          | SSLLP           | 5                | Kotak Mahindra Loan                        | Interest Payment    |            |                                 | YES         |
| 5                                                                                                          | Nilgiri Estates | 7                | TDS                                        | TDS                 |            |                                 | YES         |
| 6                                                                                                          | MHPL Trading    | 7                | TDS                                        | TDS                 |            |                                 | YES         |
| 6                                                                                                          | MHSVC           | 7                | TDS                                        | TDS                 |            |                                 | YES         |
| 6                                                                                                          | SSLLP           | 7                | TDS                                        | TDS                 |            |                                 | YES         |
| 7                                                                                                          | Nilgiri Estates | 15               | PF                                         | PF                  |            |                                 | YES         |
| 8                                                                                                          | MHSVC           | 15               | PF                                         | PF                  |            |                                 | YES         |
| 9                                                                                                          | Nilgiri Estates | 15               | ESI                                        | ESI                 |            |                                 | YES         |
| 8                                                                                                          | MHSVC           | 15               | ESI                                        | ESI                 |            |                                 | YES         |
| 10                                                                                                         | MHSVC           | 15               | Shreyas Services                           | House Keeping       |            |                                 | YES         |
| 11                                                                                                         | Nilgiri Estates | 15               | Shreyas Services                           | House Keeping       |            |                                 | YES         |
| 12                                                                                                         | MHSVC           | 15               | Expert Security Guards                     | Security Charges    |            |                                 | YES         |
| 13                                                                                                         | Nilgiri Estates | 15               | Staff Allowances                           | Mobile Allowances   |            |                                 | YES         |
| 14                                                                                                         | MHSVC           | 15               | Staff Allowances                           | Mobile Allowances   |            |                                 | YES         |
| 15                                                                                                         | MHPL Trading    | 20               | RCM/GST                                    | RCM payment         |            |                                 |             |
| 16                                                                                                         | Nilgiri Estates | 24               | TSSPDCL                                    | Electricity Charges |            |                                 | YES         |
| 17                                                                                                         | MHSVC           | 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.                                                                      |                 |                  |                                            |                     |            |                                 |             |