

Monthly payment tracker

Monthly Payment Tracker			Month		Aug-24		
Prepared by: Lavanya.D			Note: Month is with reference to due date.				
Date: 28-09-2024							
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			
8	MHSVC	15	PF	PF			
9	Nilgiri Estates	15	ESI	ESI			
8	MHSVC	15	ESI	ESI			
10	MHSVC	15	Shreyas Services	House Keeping			
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	
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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