

Monthly payment tracker

Monthly Payment Tracker			Month	Aug-24		
Prepared by:			Note: Month is with reference to due date.			
Date:	30-08-2024					
S No.	Firm / Company	Due day of month	Pay to	Towards	Amount	Amount paid
1	Serene Construction LLP	5	Salaries	Staff Salaries	40,000	YES
2	Serene Welfare Association	5	Y Ravi Shankar	Gardening Charges	14,840	YES
3	Serene Welfare Association	5	Sampada industrial	Security Charges	39,200	YES
4	Serene Welfare Association	5	K Rajani	House Keeping Charges	13,832	YES
5	Modi Realty LG Malakpet LLP	7	It'd	Tds	1,650	YES
6	Serene Construction LLP	7	It'd	Tds	881	YES
7	Serene Welfare Association	7	It'd	Tds	1,070	YES
8	Modi Farm House Hyd LLP	7	It'd	Tds	350	YES
9	Serene Clubs & Resorts LLP	7	It'd	Tds	350	YES
	Total				1,12,173	
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.						