

Monthly Payment Tracker - MBMC			Month	Nov-24			
Prepared by:Aparna			Note: Month is with reference to due date.				
Date:							
S No.	Firm / Company	Due day of month	Pay to	Towards	PDC Amount	Check marked not more than Amt.	Amount paid
1	MBMC	3	Methodist Church Rent	Church Rent	2,98,598		Yes
2	MBMC	5	Salarys	Monthly Salarys	23,401		Yes
3	MBMC	5	Conveyance	Mobile/Conveny Allowa	1,149		-
4	MBMC	6	TDS	Monthly TDS	32,312		Yes
5	MBMC	15	ElectricityBill,CF no-12	Monthly Electricity Bill	193		Yes
6	MBMC	15	ElectricityBill,CF no-10	Monthly Electricity Bill	469		Yes
7	MBMC	15	Electricity Bill,CA line	Monthly Electricity Bill	427		Yes
8	MBMC	15	Electricity Bill,	Monthly Electricity Bill	-		-
9	MBMC	20	GST	Monthly GST	1,15,000		Yes
10	MBMC	-	Shreyas Services	Housekeeping Charges	-		
	Total				4,71,549		
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.							