

Monthly Payment Tracker - MBMC		Month		Dec'24			
Prepared by:Aparna		Note: Month is with reference to due date.					
Date: 31-10-2025							
						Check marked not more than	
S No.	Firm / Company	Due day of month	Pay to	Towards	PDC Amount	Amt.	Amount paid
1	MBMC	3	Methodist Church Rent	Church Rent	2,98,598		No
2	MBMC	5	Salarys	Monthly Salarys	29,810		Yes
3	MBMC	5	Conveyance	Mobile/Conveny Allowa	399		No
4	MBMC	6	TDS	Monthly TDS	42,279		No
5	MBMC	15	ElectricityBill,CF no-12	Monthly Electricity Bill	193		No
6	MBMC	15	ElectricityBill,CF no-10	Monthly Electricity Bill	469		No
7	MBMC	15	Electricity Bill,CA line	Monthly Electricity Bill	427		No
8	MBMC	20	GST	Monthly GST	1,15,000		No
9	MBMC		United Security Service	Security services	71,344		No
10	MBMC	-	Shreyas Services	Housekeeping Charges	63,057		No
	Total				6,21,576		
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.							