

2. Monthly payment tracker

Monthly Payment Tracker		Month	Apr-25				
Prepared by:		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	Modi Realty Pocharam LLP	05 th	Salaries	Salaries - Mar ' 25	2,04,756		Yes
2	Modi Realty Pocharam LLP	07 th	TDS	TDS - Mar ' 25	-		No
3	Modi Realty Pocharam LLP	10 th	Tata Capital Finanace	Loan - Mar ' 25	8,24,655		Yes
4	Modi Realty Pocharam LLP	15 th	Shreyas Services	House Keeping Mar ' 25	39,172		Yes
5	Modi Realty Pocharam LLP	15 th	Expert Security Guards	Security charges Mar ' 25	45,933		Yes
6	Modi Realty Pocharam LLP	15 th	Mobile Allowances	Mobile & Conveyance to S	12,788		Yes
7	Modi Realty Pocharam LLP	15 th	TSSPDCL	Electricity Charges Mar' 25	39,386		Yes
8	Modi Realty Pocharam LLP	20th	GST Payable	GST Challan - Mar ' 25	-		No
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	Total				11,66,690		
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.							