

## 2. Monthly payment tracker

| Monthly Payment Tracker                                                                                    |                          |                  | Month                                      | May-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 <sup>th</sup> | Salaries                                   | Salaries - May ' 25           | 2,25,943   |                                 | Paid        |
| 2                                                                                                          | Modi Realty Pocharam LLP | 07 <sup>th</sup> | TDS                                        | TDS - May ' 25                | 26,792     |                                 | Paid        |
| 3                                                                                                          | Modi Realty Pocharam LLP | 10 <sup>th</sup> | Tata Capital Finanace                      | Loan - May ' 25               | -          |                                 | N/A         |
| 4                                                                                                          | Modi Realty Pocharam LLP | 15 <sup>th</sup> | Shreyas Services                           | House Keeping - May ' 25      | 45,805     |                                 | Paid        |
| 5                                                                                                          | Modi Realty Pocharam LLP | 15 <sup>th</sup> | Expert Security Guards                     | Security charges - May ' 25   | 30,999     |                                 | Paid        |
| 6                                                                                                          | Modi Realty Pocharam LLP | 15 <sup>th</sup> | Mobile Allowances                          | Mobile & Conveyance to S      | 3,495      |                                 | Paid        |
| 7                                                                                                          | Modi Realty Pocharam LLP | 15 <sup>th</sup> | TSSPDCL                                    | Electricity Charges - May ' 2 | 40,859     |                                 | Paid        |
| 8                                                                                                          | Modi Realty Pocharam LLP | 20th             | GST Payable                                | GST Challan -Mar ' 25         | 5,58,740   |                                 | Paid        |
| 9                                                                                                          |                          |                  |                                            |                               |            |                                 |             |
| 10                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 11                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 12                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 13                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 14                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 15                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 16                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 17                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 18                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 19                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 20                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 21                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 22                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 23                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 24                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 25                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 26                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 27                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 28                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 29                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
| 30                                                                                                         |                          |                  |                                            |                               |            |                                 |             |
|                                                                                                            | Total                    |                  |                                            |                               | 9,32,633   |                                 |             |
| 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.                                                                      |                          |                  |                                            |                               |            |                                 |             |