

## Sample Cheque Register

The Cheque Register lists the cheques issued in sequential order and categorizes payments to facilitate supervisory checks. More expenditure categories may be added to the Cheque Register to suit the needs of individual OC.

Cheque No.	PV. No.	Date	Payee	Cleaning HK\$	Insurance HK\$	Miscellaneous Expenses HK\$	Petty Cash Replenishment HK\$	Professional Fees HK\$	Repairs & Maintenance HK\$	Security HK\$	Public Utility HK\$
12345	101	31.12.XX	Cleaning contractor	x,xxx							
12346	102	31.12.XX	Insurance Company		xxx						
12347			Voided cheque								
12348	103	31.12.XX	Accounting firm					x,xxx			
12349	104	31.12.XX	petty cash holder				xxx				
12350	105	31.12.XX	security contractor							x,xxx	
12351	106	31.12.XX	XXX restaurant (Entertainment)			xxx					
Autopay	107	31.12.XX	Water Supplies Dept.								xxx
Autopay	108	31.12.XX	electricity company								xxx
Autopay	109	31.12.XX	telephone company								xxx
<b>Total</b>				<b>x,xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>x,xxx</b>		<b>x,xxx</b>	<b>x,xxx</b>

Prepared by :

Checked by :

\_\_\_\_\_  
(name and signature)

Date :

\_\_\_\_\_  
(name and signature)

Date :