

INDIVIDUAL DRAWING ACCOUNT SUMMARY SHEET

STATEMENT TEMPLATE

Account Holder Name:

Account Number:

Financial Period:

Date Prepared:

ACCOUNT SUMMARY

DESCRIPTION	AMOUNT
Opening Balance (as of _____)	
Add: Capital Contributions / Share of Profit	
Less: Cash Drawings (Total)	
Less: Non-Cash Drawings / Personal Expenses Paid	
Closing Balance (as of _____)	

TRANSACTIONS DETAIL LEDGER

DATE	DESCRIPTION / PARTICULARS	REF	DEBIT (-)	CREDIT (+)	BALANCE

PREPARED BY (SIGNATURE / DATE)

APPROVED BY (SIGNATURE / DATE)