KHARCHA REGISTER (SHOP EXPENSES)

Every rupee the shop paid out: rent, light bill, chai, transport, salary

Shop name _____ **Month** _____

Date	What for (category)	Details / paid to	Paid by (Cash / UPI / Bank)	Amount ₹
Page total				

MONTH TOTAL BY CATEGORY	₹
Rent	
Electricity	
Tea / Snacks	
Transport	
Salary	
Repairs	
Packing / Bags	
Other	
Total	

MONTH HISAAB (ROUGH PROFIT)	₹
Sales this month (after returns)	
− Purchases (supplier bills, less goods sent back)	
− Kharcha (with salary)	
Rough profit	

Rough: purchases are this month's supplier bills, not the cost of what you sold. Salary counts in the month you pay it.

1. Write each expense the day you pay it: date, what for, to whom, and cash, UPI or bank.
2. Salary and advances (upaad) are kharcha too: write them under Salary.
3. Money taken from the cash drawer (galla) for chai or a tempo is kharcha: write it here as Cash.
4. At month end add each category, then work out the month hisaab below.

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