

Petty cash book

Currency: Zed

Page: 1 of 1

Relief Unlimited, PO Box 2378, Port Jabel

Date	Details	Ref. No.	Code	Money in	Money out	Balance
	Opening balance			-		-
03-Mar	Initial advance	CB-54		500,000		500,000
05-Mar	Stationary, fax paper	1	CI		54,000	446,000
07-Mar	Taxi to bank	NA	BI		8,000	438,000
08-Mar	Repair office toilet	3	CI		25,000	413,000
09-Mar	Courier charges	4	CI		89,000	324,000
10-Mar	Labour, cleaning office yard	5	CI		40,000	284,000
12-Mar	Gas cylinders for office	6	CI		171,500	112,500
13-Mar	Crockery for office	7	CI		95,000	17,500
	Closing balance			500,000	482,500	17,500
	Opening balance			17,500		17,500
14-Mar	Replenishment	CB-60		482,500		500,000
17-Mar	Courier charges	8	CI		43,000	457,000
19-Mar	Tea, coffee etc for office	9	CI		8,500	448,500
21-Mar	Taxi to bank	10	BI		9,500	439,000
22-Mar	Repair photocopier	11	CI		49,500	389,500
24-Mar	Cartridge for photocopier	12	CI		42,500	347,000
26-Mar	Repaint warehouse office	13	C2		145,000	202,000
27-Mar	Hire pickup	14	B2		38,500	163,500
	Closing balance			500,000	336,500	163,500
	Opening balance			163,500		163,500
29-Mar	Replenishment	CB-68		336,500		500,000

Replenishment equals amount accounted for

Replenishment equals amount accounted for

Typical user: The staff member responsible for Petty Cash
Alternative names: Cash Book
Format: Receipts and expenditure can be shown on the same page as in this example or can be shown on separate pages like the Cash and bank book