

Petty Cash Record

April 2009

Date	Item	Quantity	Cost (£)	Supplier
09/04/09	Office Coffee	1	3.00	Morrisons
20/4/09	Newspapers	4	1.39	Poppies
23/4/09	Wireless Adaptor	1	19.99	Argos
24/4/09	Newspapers	2	0.73	Poppies
24/4/09	Batteries	1 pack	3.99	Poppies
26/5/09	Newspapers	2	0.73	Poppies
		Total	29.83	

Petty Cash Tins

Opening cash balance: £20.67

Amount in (withdrawn from account): £20.00

Amount out: £29.83

Closing cash balance: £10.84

Bank Account

Opening balance: £128.51

Amount in: £50.00

Cash withdrawn: £20.00

Amount spent on card: £00.00

Closing balance: £158.51