

## Petty Cash Record April 2010

Date	Item	Quantity	Cost (£)	Supplier
01/04/10	Phone handset	1	36.43*	BT
01/04/10	Newspapers	2	1.18	Poppies
02/04/10	Newspapers	1	0.35	Poppies
09/04/10	Newspapers	2	0.78	Poppies
15/04/10	Newspapers	2	0.78	Poppies
21/04/10	Newspaper	1	0.40	Poppies
21/04/10	Postage	1	6.64	Post Office
21/04/10	Newspapers	2	1.24	WH Smith
29/04/10	Newspaper	1	0.80	Morrisons
30/04/10	Newspapers	2	0.78	Poppies
30/04/10	Postage	1	1.70	Post Office
		<b>Total Spent</b>	<b>51.08</b>	

### Petty Cash Tins

Opening balance: £5.06

Amount in (withdrawn from account): £30.00

Amount out: £14.65

Closing balance: £20.41

### Bank Account

Opening balance: £328.35

Amount in: £0.00

Cash withdrawn: £30.00

Amount spent on card: £36.43\*

Closing balance: £261.92