

Petty Cash Record August 2009

Date	Item	Quantity	Cost (£)	Supplier
03/08/09	Newspapers	2	1.90	WH Smith
04/08/09	Office Keys	1	34.00	Timpson
05/08/09	Newspaper	1	0.40	WH Smith
06/08/09	Train to local visit	2	3.60	First
17/08/09	Newspaper	1	1.00	WH Smith
		Owed to staff member	10.00	
		Total	40.90	

Petty Cash Tins

Opening balance: £40.09

Amount in (withdrawn from account): £00.00

Amount out: £30.90 (£10 owed to staff member)

Closing balance: £9.19

Bank Account

Opening balance: £175.76

Amount in: £50.00

Cash withdrawn: £00.00

Amount spent on card: £0.00

Closing balance: £225.76