

Petty Cash Record February 2010

Date	Item	Quantity	Cost (£)	Supplier
01/02/10	Recorded delivery	1	5.40*	Post Office
02/02/10	Wireless adaptor	1	19.99*	Argos
02/02/10	Paid to staff member (see IOU August 2009)	1	10.00	N/A
04/02/10	Recorded delivery	1	0.75	Post Office
04/02/10	Newspaper	1	0.35	Poppies
10/02/10	Shipping Parliamentary materials from Westminster to East Dunbartonshire		35.00*	
11/02/10	10 box files, highlighters		36.46*	Ryman
15/02/10	Newspapers	2	0.70	Poppies
18/02/10	Recorded delivery	1	6.70	Post Office
19/02/10	Recorded delivery	1	2.78	Post Office
19/02/10	Newspaper	1	0.76	Poppies
25/02/10	Telephone extension cord	1	7.49*	Argos
25/02/10	Telephone handset	1	14.99*	Argos
25/02/10	Postage	1	1.08	Post Office
25/02/10	A4 printer paper	1	10.64*	Ryman
		Total Spent	153.08	

Petty Cash Tins

Opening balance: £14.25

Amount in (withdrawn from account): £30.00

Amount out: £23.12

Closing balance: £11.13

Bank Account

Opening balance: £425.76

Amount in: £50.00

Cash withdrawn: £30.00

Amount spent on card: £129.97*

Closing balance: £305.79