

Petty Cash Record January 2010

Date	Item	Quantity	Cost (£)	Supplier
28/01/10	Local Papers	2	0.73	Poppies
19/01/10	Local Papers	6	2.13	Poppies
12/01/10	Postage	1	2.08	Post Office
		Total Spent	4.94	

Petty Cash Tins

Opening balance: £9.19

Amount in (withdrawn from account): £10.00

Amount out: £4.94

Closing balance: £14.25

Bank Account

Opening balance: £425.76

Amount in: £50.00

Cash withdrawn: £10.00

Amount spent on card: £0.00

Closing balance: £465.76