

Petty Cash Record July 2009

Date	Item	Quantity	Cost (£)	Supplier
06/07/09	Printer paper	-	33.62*	Ryman
06/07/09	Pritt Stick	1	2.19	Ryman
08/7/09	Newspaper	1	0.35	Poppies
09/7/09	Office Keys	2	10.00	Timpson
09/7/09	Post Parcels	2	4.06	Post Office
10/7/09	Newspaper	1	0.35	Poppies
15/7/09	Newspaper	1	0.38	Poppies
		Total	50.98	

Petty Cash Tins

Opening balance: £7.45
 Amount in (withdrawn from account): £50.00
 Amount out: £17.36
 Closing balance: £40.09

Bank Account

Opening balance: £209.38
 Amount in: £50.00
 Cash withdrawn: £50.00
 Amount spent on card: £33.62*
 Closing balance: 175.76