

## Petty Cash Record June 2009

Date	Item	Quantity	Cost (£)	Supplier
10/06/09	Box files	5	19.13*	Ryman
11/6/09	Newspapers	2	0.73	Poppies
11/6/09	Office Milk	1	0.53	Morrisons
16/06/09	Newspaper	1	1.00	WH Smith
18/6/09	Office Milk	1	0.45	Morrisons
19/6/09	Items for Veterans event	-	14.80	Morrisons
22/6/09	Special Delivery	1	5.40	Post Office
29/6/09	Office Milk	1	0.45	Morrisons
30/6/09	Newspapers	1	0.35	Poppies
30/6/09	Air con tube	1	4.49	Clanstones
		<b>Total</b>	<b>47.33</b>	

### **Petty Cash Tins**

Opening cash balance: £35.65

Amount in (withdrawn from account): £00.00

Amount out: £28.20

Closing cash balance: £7.45

### **Bank Account**

Opening balance: £178.51

Amount in: £50.00

Cash withdrawn: £00.00

Amount spent on card: £19.13\*

Closing balance: 209.38