

Petty Cash Record March 2010

Date	Item	Quantity	Cost (£)	Supplier
02/03/10	Newspaper	1	0.38	Poppies
02/03/10	Postage	1	0.75	Post Office
04/03/10	Newspapers	2	0.70	Poppies
10/03/10	Newspaper	1	0.38	Poppies
12/03/10	Postage	1	0.75	Post Office
17/03/10	Newspaper	1	0.38	Poppies
22/03/10	Newspaper	1	0.35	Poppies
24/03/10	Newspaper	1	0.38	Poppies
25/03/10	Newspaper	1	0.35	Poppies
25/03/10	Postage	1	1.65	Post Office
		Total Spent	6.07	

Petty Cash Tins

Opening balance: £11.13

Amount in (withdrawn from account): £0.00

Amount out: £6.07

Closing balance: £5.06

Bank Account

Opening balance: £305.79

Amount in: £14.99 (Argos telephone handset refunded)

Cash withdrawn: £0.00

Amount spent on card: £0.00

Closing balance: £320.78