

Petty Cash Record May 2009

Date	Item	Quantity	Cost (£)	Supplier
05/05/09	Office Milk	1	0.45	Morrisons
07/05/09	Office Milk	1	0.45	Morrisons
08/05/09	Newspapers	3	1.08	Poppies
18/5/09	Newspapers	2	1.05	Poppies
26/5/09	Newspapers	2	0.73	Poppies
27/5/09	Bus trip	1	0.70	Henderson Travel
27/5/09	Newspaper	1	0.38	Poppies
28/5/09	Newspapers	1	0.35	Poppies
		Total	5.19	

Petty Cash Tins

Opening cash balance: £10.84
 Amount in (withdrawn from account): £30.00
 Amount out: £5.19
 Closing cash balance: £35.65

Bank Account

Opening balance: £158.51
 Amount in: £50.00
 Cash withdrawn: £30.00
 Amount spent on card: £00.00
 Closing balance: £178.51