

Petty Cash Record

November 2009

Date	Item	Quantity	Cost (£)	Supplier
		Total:	0.00	

Due to a change of staff, cash cards had to be destroyed and new ones issued in the names of new members of staff. As a result of delays in these changes, no cash was withdrawn or spent from September – December 2009.

Petty Cash Tins

Opening balance: £9.19

Amount in (withdrawn from account): £00.00

Amount out: £0.00

Closing balance: £9.19

Bank Account

Opening balance: £325.76

Amount in: £50.00

Cash withdrawn: £00.00

Amount spent on card: £0.00

Closing balance: £375.76