



PETTY CASH BOOK

Receipts (₹)	Date	V. No.	Particulars	Total Payments (₹)	Postage & Courier (₹)	Wages (₹)	Convey- ance (₹)	Cartage (₹)	Stationery (₹)	Misc. Exp (₹)
10,000	2020 Apr-01		To Cash A/c							
	Apr-03		By Cartage A/c	800				800		
	Apr-04		By Conveyance A/c	400			400			
	Apr-04		By Postage & Courier A/c	200	200					
	Apr-06		By Stationery A/c	700					700	
	Apr-07		By Postage & Courier A/c	300	300					
	Apr-09		By Conveyance A/c	800			800			
	Apr-09		By Wages A/c	300		300				
	Apr-10		By Wages A/c	400		400				
	Apr-10		By Misc. Exp A/c	500						500
	Apr-11		By Misc. Exp A/c	600						600
	Apr-12		By Misc. Exp A/c	320						320
	Apr-12		By Postage & Courier A/c	300	300					
	Apr-13		By Postage & Courier A/c	780	780					
	Apr-14		By Misc. Exp A/c	500						500
	Apr-15		By Misc. Exp A/c	900						900
			Total	7,800	1,580	700	1,200	800	700	2,820
	Apr-15		By Balance c/d	2,200						
10,000				10,000						
2,200	Apr-16		To Balance b/d							