



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-02		By Conveyance A/c	750			750			
	Apr-03		By Misc. Exp A/c	450						450
	Apr-05		By Postage & Courier A/c	200	200					
	Apr-05		By Wages A/c	700		700				
	Apr-08		By Conveyance A/c	200			200			
	Apr-09		By Postage & Courier A/c	150	150					
	Apr-12		By Postage & Courier A/c	600	600					
	Apr-14		By Stationery A/c	400					400	
	Apr-17		By Postage & Courier A/c	200	200					
	Apr-20		By Cartage A/c	600				600		
	Apr-20		By Stationery A/c	500					500	
	Apr-22		By Wages A/c	300		300				
	Apr-24		By Conveyance A/c	600			600			
	Apr-25		By Misc. Exp A/c	800						800
	Apr-26		By Misc. Exp A/c	750						750
	Apr-28		By Cartage A/c	300				300		
	Apr-30		By Misc. Exp A/c	200						200
	Apr-30		By Wages A/c	800		800				
			Total	8,500	1,150	1,800	1,550	900	900	2,200
	Apr-30		By Balance c/d	1,500						
10,000				10,000						
1,500	May-01		To Balance b/d							