



PETTY CASH BOOK

Receipts (₹)	Date	V. No.	Particulars	Total Payments (₹)	Postage & Courier (₹)	Wages (₹)	Convey- ance (₹)	Cartage (₹)	Stationery (₹)	Misc. Exp (₹)
750	2023		To Balance b/d							
9,250	Feb-01		To Cash A/c							
	Feb-03		By Wages A/c	500		500				
	Feb-03		By Stationery A/c	250					250	
	Feb-05		By Conveyance A/c	600			600			
	Feb-07		By Wages A/c	200		200				
	Feb-10		By Postage & Courier A/c	800	800					
	Feb-12		By Conveyance A/c	100			100			
	Feb-12		By Wages A/c	850		850				
	Feb-14		By Misc. Exp A/c	300						300
	Feb-14		By Conveyance A/c	400			400			
	Feb-18		By Conveyance A/c	750			750			
	Feb-20		By Misc. Exp A/c	450						450
	Feb-22		By Cartage A/c	1,500				1,500		
	Feb-25		By Misc. Exp A/c	1,200						1,200
	Feb-25		By Conveyance A/c	250			250			
	Feb-26		By Stationery A/c	900					900	
	Feb-28		By Postage & Courier A/c	550	550					
			Total	9,600	1,350	1,550	2,100	1,500	1,150	1,950
	Feb-28		By Balance c/d	400						
10,000				10,000						
400	Mar-01		To Balance b/d							