



Petty CASH BOOK

Dr.				Cr.					
Amount Received	Date	Particulars	Amount Paid	Analysis of the Payment					
				Cartage	Postage	Telephone Telegram	Conveyance	Stationery	Miscellaneous
2,000	2017								
	01 Jan	Cash Received							
	01 Jan	Paid Cartage	50	50					
	02 Jan	STD Charges	40			40			
	02 Jan	Bus Fare	20				20		
	03 Jan	Postage	30		30				
	04 Jan	Refreshment for Employee	80						80
	06 Jan	Courier Charges	30		30				
	08 Jan	Refreshment for Customer	50						50
	10 Jan	Cartage	35	35					
	15 Jan	Taxi Fare to Manager	70				70		
	18 Jan	Stationery	65					65	
	20 Jan	Bus Fare	10				10		
	20 Jan	Fax Charges	30			30			
	25 Jan	Telegram Charges	35			35			



Dr.				Cr.					
Amount Received	Date	Particulars	Amount Paid	Analysis of the Payment					
				Cartage	Postage	Telephone Telegram	Conveyance	Stationery	Miscellaneous
	27 Jan	Postage Stamps	200		200				
	29 Jan	Repair of Furniture	105						105
	30 Jan	Laundry Expenses	115						115
	31 Jan	Miscellaneous Expenses	100						100
2,000	31 Jan	To Balance c/d	1,065	85	260	105	100	65	450
935	01 Feb	To Balance c/d	935						
1,065	01 Feb	Cash	2,000						