



PETTY CASH BOOK

Receipts (₹)	Date	V. No.	Particulars	Total Payments (₹)	Postage & Courier (₹)	Station ery (₹)	Wages (₹)	Carriage (₹)	Travelling & Conveyance (₹)	Misc. Exp (₹)
20,000	2024 Apr-01		To Cash A/c							
	Apr-02		By Postage & Courier A/c	1,600	1,600					
	Apr-05		By Stationery A/c	1,000		1,000				
	Apr-12		By Wages A/c	800			800			
	Apr-16		By Carriage A/c	600				600		
	Apr-20		By Travelling & Conveyance A/c	880					880	
	Apr-25		By Travelling & Conveyance A/c	3,200					3,200	
	Apr-28		By Misc. Expenses (Office Maintenance) A/c	400						400
	Apr-29		By Postage & Courier A/c	800	800					
	Apr-30		By Postage & Courier A/c	190	190					
				9,470	2,590	1,000	800	600	4,080	400
				10,530						
20,000				20,000						
10,530	May-01		To Balance b/d							
9,470	May-01		To Cash A/c							