



**PETTY CASH BOOK**

Receipts (₹)	Date	V. No.	Particulars	Total Payments (₹)	Postage & Courier (₹)	Stationery (₹)	Travelling & Conveyance (₹)	Repairs (₹)	Misc. Exp (₹)
1,349	2023 Sep-07		To Balance b/d						
3,651	Sep-07		To Cash A/c						
	Sep-07		By Postage & Courier A/c	123	123				
	Sep-07		By Stationery A/c	321		321			
	Sep-08		By Travelling & Conveyance A/c	126			126		
	Sep-08		By Miscellaneous Exp A/c	11					11
	Sep-08		By Miscellaneous Exp (Entertainment) A/c	72					72
	Sep-09		By Repairs A/c	1,567				1,567	
	Sep-10		By Postage & Courier A/c	174	174				
	Sep-10		By Travelling & Conveyance A/c	673			673		
	Sep-12		By Miscellaneous Exp A/c	201					201
	Sep-12		By Postage & Courier A/c	483	483				
	Sep-12		By Repairs A/c	30				30	
				<b>3,781</b>	<b>780</b>	<b>321</b>	<b>799</b>	<b>1,597</b>	<b>284</b>
	Sep-12			1,219					
<b>5,000</b>				<b>5,000</b>					
1,219	Sep-13		To Balance b/d						
3,781	Sep-13		To Cash A/c						