



**PETTY CASH BOOK**

Receipts (₹)	Date	V. No.	Particulars	Total Payments (₹)	Convey- ance (₹)	Wages (₹)	Statio- nery (₹)	Postage (₹)	Repairs (₹)	Electricity (₹)	Misc. Exp (₹)
15,000	2022 Jun-04		To Cash A/c								
	Jun-04		By Conveyance A/c	500	500						
	Jun-04		By Wages A/c	1,500		1,500					
	Jun-05		By Conveyance A/c	200	200						
	Jun-05		By Stationery A/c	1,000			1,000				
	Jun-06		By Postage A/c	400				400			
	Jun-06		By Postage A/c	1,000				1,000			
	Jun-07		By Repairs A/c	400					400		
	Jun-07		By Electricity Charges A/c	1,700						1,700	
	Jun-08		By Wages A/c	400		400					
	Jun-08		By Conveyance A/c	500	500						
	Jun-08		By Postage A/c	1,000				1,000			
	Jun-08		By Misc Exp (Locks) A/c	800							800
	Jun-08		By Misc Exp (Refreshments) A/c	200							200
				<b>9,600</b>	<b>1,200</b>	<b>1,900</b>	<b>1,000</b>	<b>2,400</b>	<b>400</b>	<b>1,700</b>	<b>1,000</b>
	Jun-09			5,400							
<b>15,000</b>				<b>15,000</b>							
5,400	Jun-10		To Balance b/d								
9,600	Jun-10		To Cash A/c								



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<b>Date</b>	<b>Particulars</b>	<b>L.F</b>	<b>Debit (₹)</b>	<b>Credit (₹)</b>
	Conveyance A/c	Dr.	1,200	
	Wages A/c	Dr.	1,900	
	Stationery Expenses A/c	Dr.	1,000	
	Postage A/c	Dr.	2,400	
	Repairs A/c	Dr.	400	
	Electricity Expenses A/c	Dr.	1,700	
	Miscellaneous Expenses A/c	Dr.	1,000	
	To Petty Cash A/c (Petty expenses for the period 4th June to 8th June, 2022 recorded)			9,600