

Example

Petty Cash Analysis Book

Receipts				Payments							
Date	Details	Chq No	Amount	Date	Details	Voucher number	Total	Travel & Training	Stationery & copying	Postage	Other Expenses
3/4/XX	Cash from bank	001	50.00	4/4/XX	D. Clarke - travel	001	10.00	10.00			
				14/4/XX	D Lang - photocopying	002	8.50		8.50		
				20/4/XX	coffee, tea,etc	003	6.76				6.76
				21/4/XX	Postage	004	9.20			9.20	
					Total expenses	c/c	34.46	10.00	8.50	9.20	6.76
				30/4/XX	Balance	c/down	15.54				
			<u>50.00</u>				<u>50.00</u>				
1/5/XX	Balance	b/down	15.54	20/5/XX	J. Tambo - travel	005	16.00	16.00			
2/5/XX	Cash from bank	012	34.46	27/5/XX	Tea, coffee, etc	006	4.50				4.50
				30/5/XX	Postage	007	14.78			14.78	
					Total expenses	c/c	35.28	16.00		14.78	4.50
				31/5/XX	Balance	c/down	14.72				
			<u>50.00</u>				<u>50.00</u>				
1/6/XX	Balance	b/down	14.72	5/6/XX	R Kid Stationers	008	7.65		7.65		
1/6/XX	Cash from bank	029	35.28	15/6/XX	Postage	009	2.70			2.70	
				16/6/XX	D Lang - Photocopying	010	7.50		7.50		
				23/6/XX	J. Tambo - travel	011	18.50	18.50			
					Total expenses	c/c	36.35	18.50	15.15	2.70	
				30/6/XX	Balance	c/down	13.65				
			<u>50.00</u>				<u>50.00</u>				
30/6/XX	1st Quarter										
	Cash from bank		119.74		Expenses	c/c	106.09	44.50	23.65	26.68	11.26

Figure 7.