

PETTY CASH BOOK

Petty Cash Book

Imprest or _____

How the System Works

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____

Rule for posting to the ledger:

SAMPLE QUESTION

From the below information, prepare a petty cash book and post the entries to the ledger. Use the following headings:

Postage, Travel, Stationary, Cleaning, Sundries

Feb 1 Imprest restored		€50
Feb 1 Stamps	Voucher 14	€ 2.80
Feb 4 Taxi fare	Voucher 15	€ 5.60
Feb 9 Window Cleaning	Voucher 16	€ 4.00
Feb 12 Envelopes	Voucher 17	€3.40
Feb 15 Tea, milk, etc	Voucher 18	€ 6.00
Feb 28 Writing Paper	Voucher 19	€4.40
Feb 28 Bus Fares	Voucher 20	€2.90

The Ledgers

Date	Details	€	Date	Details	€

Date	Details	€	Date	Details	€

Date	Details	€	Date	Details	€

Date	Details	€	Date	Details	€

Date	Details	€	Date	Details	€
