Petty Cash record Year ending 31 March 2017

	C		Totals	£109.81	£7.83	£17.64	
Ref	Description of Item	Vendor	VAT Reg No	Net	VAT	Gross	Balance
	Opening Balance						£37.68
1	Envelopes & Printer paper	Tesco	220 4302 31	£2.92	£0.58	£3.50	£34.18
2	Special Delivery: Audit	Post Office		£6.45	£0.00	£6.45	£27.73
3	Mobile phone top up	Vodafone		£10.00	£0.00	£10.00	£17.73
4	Sp Delivery: Revised Audit	Post Office		£6.45	£0.00	£6.45	£11.28
5	Printer Cartridge	Inkdata	197 1016 06	£9.33	£1.87	£11.20	£0.08
	Petty Cash uplift	Cheque No: 1542				-£50.00	£50.08
6	12 x 1st & 2nd Class stamps	Post Office		£14.28	£0.00	£14.28	£35.80
7	Printer Cartridge	ConsumeIT	828 1733 20	£10.82	£2.16	£12.98	£22.82
8	Mobile phone top up	Vodafone		£10.00	£0.00	£10.00	£12.82
	Petty Cash uplift	Cheque No: 1559				-£50.00	£62.82
9	Website domain renewal	123reg.co.uk	927 1292 22	£13.98	£2.80	£16.78	£46.04
10	Black printer cartridge	JustInk&Paper.com		£11.99	£0.00	£11.99	£34.05
11	Printer Paper	Tesco	220 4302 31	£2.08	£0.42	£2.50	£31.55
12	Mobile phone top up	Vodafone		£10.00	£0.00	£10.00	£21.55
13	Postage	Post Office		£1.51_	£0.00	£1.51	£20.04
					Closing Balance:		£20.04
	1 2 3 4 5 6 7 8 9 10 11 12	Opening Balance 1 Envelopes & Printer paper 2 Special Delivery: Audit 3 Mobile phone top up 4 Sp Delivery: Revised Audit 5 Printer Cartridge Petty Cash uplift 6 12 x 1st & 2nd Class stamps 7 Printer Cartridge 8 Mobile phone top up Petty Cash uplift 9 Website domain renewal 10 Black printer cartridge 11 Printer Paper 12 Mobile phone top up	Opening Balance 1 Envelopes & Printer paper Tesco 2 Special Delivery: Audit Post Office 3 Mobile phone top up Vodafone 4 Sp Delivery: Revised Audit Post Office 5 Printer Cartridge Inkdata Petty Cash uplift Cheque No: 1542 6 12 x 1st & 2nd Class stamps Post Office 7 Printer Cartridge ConsumeIT 8 Mobile phone top up Vodafone Petty Cash uplift Cheque No: 1559 9 Website domain renewal 123reg.co.uk 10 Black printer cartridge JustInk&Paper.com 11 Printer Paper Tesco 12 Mobile phone top up Vodafone	Ref Description of Item Vendor VAT Reg No Opening Balance 1 Envelopes & Printer paper Tesco 220 4302 31 2 Special Delivery: Audit Post Office 3 Mobile phone top up Vodafone 4 Sp Delivery: Revised Audit Post Office 5 Printer Cartridge Inkdata 197 1016 06 Petty Cash uplift Cheque No: 1542 6 12 x 1st & 2nd Class stamps Post Office 7 Printer Cartridge ConsumeIT 828 1733 20 8 Mobile phone top up Vodafone Petty Cash uplift Cheque No: 1559 9 Website domain renewal 123reg.co.uk 927 1292 22 10 Black printer cartridge JustInk&Paper.com 11 Printer Paper Tesco 220 4302 31 12 Mobile phone top up Vodafone	RefDescription of ItemVendorVAT Reg NoNetOpening Balance1Envelopes & Printer paperTesco220 4302 31£2.922Special Delivery: AuditPost Office£6.453Mobile phone top upVodafone£10.004Sp Delivery: Revised AuditPost Office£6.455Printer CartridgeInkdata197 1016 06£9.33Petty Cash upliftCheque No: 1542612 x 1st & 2nd Class stampsPost Office£14.287Printer CartridgeConsumelT828 1733 20£10.828Mobile phone top upVodafone£10.00Petty Cash upliftCheque No: 15599Website domain renewal123reg.co.uk927 1292 22£13.9810Black printer cartridgeJustInk&Paper.com£11.9911Printer PaperTesco220 4302 31£2.0812Mobile phone top upVodafone£10.00	Ref Description of Item Vendor VAT Reg No Net VAT Opening Balance 1 Envelopes & Printer paper Tesco 220 4302 31 £2.92 £0.58 2 Special Delivery: Audit Post Office £6.45 £0.00 3 Mobile phone top up Vodafone £10.00 £0.00 4 Sp Delivery: Revised Audit Post Office £6.45 £0.00 5 Printer Cartridge Inkdata 197 1016 06 £9.33 £1.87 Petty Cash uplift Cheque No: 1542 F0.00 £14.28 £0.00 7 Printer Cartridge ConsumeIT 828 1733 20 £10.82 £2.16 8 Mobile phone top up Vodafone £10.00 £0.00 9 Website domain renewal 123 reg.co.uk 927 1292 22 £13.98 £2.80 10 Black printer cartridge JustInk&Paper.com £11.99 £0.00 11 Printer Paper Tesco 220 4302 31 £2.08 £0.42 12	Ref Description of Item Vendor VAT Reg No Net VAT Gross Opening Balance 1 Envelopes & Printer paper Tesco 220 4302 31 £2.92 £0.58 £3.50 2 Special Delivery: Audit Post Office £6.45 £0.00 £6.45 3 Mobile phone top up Vodafone £10.00 £0.00 £6.45 4 Sp Delivery: Revised Audit Post Office £6.45 £0.00 £6.45 5 Printer Cartridge Inkdata 197 1016 06 £9.33 £1.87 £11.20 9 Petty Cash uplift Cheque No: 1542 £14.28 £0.00 £14.28 7 Printer Cartridge ConsumeIT 828 1733 20 £10.82 £2.16 £12.98 8 Mobile phone top up Vodafone £10.00 £0.00 £10.00 9 Website domain renewal 123reg.co.uk 927 1292 22 £13.98 £2.80 £16.78 10 Black printer cartridge Justlnk&Paper.com £11.99