

**Petty Cash record** Year ending 31 March 2017

Totals	£109.81	£7.83	£17.64
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Date	Ref	Description of Item	Vendor	VAT Reg No	Net	VAT	Gross	Balance
01 Apr 2016		Opening Balance						£37.68
06 Apr 2016	1	Envelopes & Printer paper	Tesco	220 4302 31	£2.92	£0.58	£3.50	£34.18
20 Apr 2016	2	Special Delivery: Audit	Post Office		£6.45	£0.00	£6.45	£27.73
21 Apr 2016	3	Mobile phone top up	Vodafone		£10.00	£0.00	£10.00	£17.73
10 May 2016	4	Sp Delivery: Revised Audit	Post Office		£6.45	£0.00	£6.45	£11.28
26 May 2016	5	Printer Cartridge	Inkdata	197 1016 06	£9.33	£1.87	£11.20	£0.08
13 Jun 2016		Petty Cash uplift	Cheque No: 1542				-£50.00	£50.08
23 Jul 2016	6	12 x 1st & 2nd Class stamps	Post Office		£14.28	£0.00	£14.28	£35.80
09 Sep 2016	7	Printer Cartridge	ConsumeIT	828 1733 20	£10.82	£2.16	£12.98	£22.82
27 Sep 2016	8	Mobile phone top up	Vodafone		£10.00	£0.00	£10.00	£12.82
10 Oct 2016		Petty Cash uplift	Cheque No: 1559				-£50.00	£62.82
24 Nov 2016	9	Website domain renewal	123reg.co.uk	927 1292 22	£13.98	£2.80	£16.78	£46.04
07 Dec 2016	10	Black printer cartridge	JustInk&Paper.com		£11.99	£0.00	£11.99	£34.05
05 Jan 2017	11	Printer Paper	Tesco	220 4302 31	£2.08	£0.42	£2.50	£31.55
06 Jan 2017	12	Mobile phone top up	Vodafone		£10.00	£0.00	£10.00	£21.55
07 Feb 2017	13	Postage	Post Office		£1.51	£0.00	£1.51	£20.04
							<b>Closing Balance:</b>	<b>£20.04</b>