

Petty Cash Record

Year ending 31 March 2018

Totals	£144.26	£6.80	£1.06
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Date	Ref	Description of Item	Vendor	VAT Reg No	Net	VAT	Gross	Balance
01 Apr 2017		Opening Balance						£20.04
04 Apr 2017	1	1st & 2nd class stamps	Post Office		£10.62	£0.00	£10.62	£9.42
24 Apr 2017	2	Printer cartridge	Ebay (Glasson232)		£11.99	£0.00	£11.99	-£2.57
28 Apr 2017	3	Phone top up	Vodafone		£10.00	£0.00	£10.00	-£12.57
08 May 2017		Petty Cash uplift	Cheque No: 1580				-£50.00	£37.43
14 Jun 2017	4	Special Delivery: Audit	Post Office		£6.45	£0.00	£6.45	£30.98
20 Jun 2017	5	2 printer cartridges	Tesco		£28.00	£0.00	£28.00	£2.98
10 Jul 2017		Petty Cash uplift	Cheque No: 1593				-£50.00	£52.98
30 Jul 2017	6	Phone top up	Tesco		£10.00	£0.00	£10.00	£42.98
09 Aug 2017	7	Printer paper	Tesco	220 4302 31	£2.71	£0.54	£3.25	£39.73
11 Sep 2017	8	2 Black printer cartridges	Amazon	727 255 821	£23.98	£4.80	£28.78	£10.95
09 Oct 2017		Petty Cash uplift	Cheque No: 1607				-£50.00	£60.95
11 Dec 2017	9	Phone top up	Post Office		£10.00	£0.00	£10.00	£50.95
12 Dec 2017	10	6 1st & 6 2nd class stamps	Post Office		£7.26	£0.00	£7.26	£43.69
19 Feb 2018	11	Black printer cartridge	CartridgePeople		£15.98	£0.00	£15.98	£27.71
20 Feb 2018	12	Correspondence labels	Choice Stationery	841 132 269	£7.27	£1.46	£8.73	£18.98
31 Mar 2018		Closing Balance						£18.98