

Petty Cash Record

Year ending 31 March 2019

Totals	£176.40	£14.60	-£9.00
--------	---------	--------	---------------

Date	Ref	Description of Item	Vendor	VAT Reg No	Net	VAT	Gross	Balance
01 Apr 2018		Opening Balance						£18.98
11 Apr 2018	1	Black ink cartridge	Inkdata	197 1016 06	£12.58	£2.51	£15.09	£3.89
21 Apr 2018	2	Printer paper	Tesco	220 4302 31	£2.29	£0.46	£2.75	£1.14
14 May 2018		Petty Cash uplift	Cheque No: 1634				-£50.00	£51.14
16 May 2018	3	Black & Colour cartridges	ImpeccablePrinting		£25.99	£0.00	£25.99	£25.15
16 May 2018	4	12x2nd class stamps	Post Office		£6.96	£0.00	£6.96	£18.19
24 May 2018	5	Phone top up	Vodafone		£10.00	£0.00	£10.00	£8.19
12 Jun 2018		Petty Cash uplift	Cheque No: 1641				-£50.00	£58.19
31 Aug 2018	6	6 x 1st & 2nd class stamps	Post Office		£7.50	£0.00	£7.50	£50.69
25 Sep 2018	7	Phone top up	Vodafone		£10.00	£0.00	£10.00	£40.69
24 Nov 2018	8	Website domain renewal	123 Reg	927 1292 22	£19.98	£4.00	£23.98	£16.71
03 Dec 2018	9	Black ink cartridge	TheInkPeople	117 5415 28	£12.49	£2.50	£14.99	£1.72
10 Dec 2018		Petty Cash uplift	Cheque No: 1671				-£50.00	£51.72
13 Dec 2018	10	6 1st & 2nd class stamps	Post Office		£7.50	£0.00	£7.50	£44.22
12 Jan 2019	11	Printer paper	Tesco	220 4302 31	£2.29	£0.46	£2.75	£41.47
14 Jan 2019	12	Book of Condolence	Exec Retail Ltd	994 4060 94	£23.32	£4.67	£27.99	£13.48
10 Feb 2019	13	Phone top up	McColls		£10.00	£0.00	£10.00	£3.48
15 Feb 2019	14	Folder for Minutes	Asda		£1.50	£0.00	£1.50	£1.98
11 Mar 2019		Petty Cash uplift	Cheque No: 1676				-£50.00	£51.98
13 Mar 2019	15	Black & Colour cartridges	BuySafeJersey/Ebay		£24.00	£0.00	£24.00	£27.98
31 Mar 2019		Closing Balance						£27.98