

Petty Cash Record

Year ending 31 March 2020

Totals	£114.52	£6.00	-£29.48
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Date	Ref	Description of Item	Vendor	VAT Reg No	Net	VAT	Gross	Balance
01 Apr 2019		Opening Balance						£27.98
23 Apr 2019	1	Black ink cartridge	Ebay/TropicalInk1		£15.49	£0.00	£15.49	£12.49
07 May 2019	2	6 x 1st&2nd stamps	Post Office		£7.86	£0.00	£7.86	£4.63
13 May 2019		Petty Cash uplift	Cheque No: 1687				-£50.00	£54.63
13 Jul 2019	3	Printer paper	Tesco		£2.95	£0.00	£2.95	£51.68
13 Jul 2019	3	Vodafone top up	Tesco		£10.00	£0.00	£10.00	£41.68
06 Sep 2019	4	Black & colour ink cartridges	Ebay		£22.00	£0.00	£22.00	£19.68
11 Sep 2019	5	12 x 2nd class stamps	Co Op		£7.32	£0.00	£7.32	£12.36
02 Nov 2019	6	Vodafone top up	Tesco		£10.00	£0.00	£10.00	£2.36
11 Nov 2019		Petty Cash uplift	Cheque No: 1711				-£50.00	£52.36
27 Jan 2020	7	12 x 2nd class stamps	McColl's		£7.32	£0.00	£7.32	£45.04
29 Feb 2020	8	Sticky notes for CIL exhibition	Tesco		£1.60	£0.00	£1.60	£43.44
03 Mar 2020	9	Set of Canon ink cartridges	Amazon	727 255 821	£29.98	£6.00	£35.98	£7.46
09 Mar 2020		Petty Cash uplift	Cheque No:				-£50.00	£57.46
31 Mar 2020		Closing Balance						£57.46