GRACE EMPORIUM

PETTY CASH

AS AT 30 JANUARY 20XX

									PC1
Date Jan	**Detaila**	**Voucher Nr,**	**Receipts ($)**	**Payments ($)**	**GST Paid 350**	**Postage 870**	**Travel 950**	**Off Sup 860**	**Misc 840**
2	Opening balance	Rec: 002	1,000.00						
5	Purchased tea & coffee	Voc: 110		33.00	3.00				30.00
9	Payment for taxi fare	Voc: 111		29.20	2.60		26.60		
12	TNT courier service	Voc: 112		79.20	7.20	72.00			
20	Purchased scanner	Voc: 113		232.10	21.10			211.00	
26	Payment for taxi fare	Voc: 114		58.30	5.30		53.00		
30	Purchased sugar and milk	Voc: 115		74.80	6.80			68.00	
Total			**1,000.00**	**506.60**	**46.00**	**72.00**	**79.60**	**279.00**	**30.00**
30	Remaining balance	C/f		493.40		***ANY ERROR***		***0.00***	
30	**Total**		**1,000.00**	**1,000.00**					
30	Balance	B/f		493.40					
30	Reimbursement	Cheque No: 215711		506.60					
30	Closing balance			1,000.00					
1/02/20XX	**Opening balance**			**1,000.00**					