



BEST ENCLAVE

PETTY CASH REPORT

Department Civil Department

Date 05/02/2026

Manager Site Supervisor

Starting Balance ₹ 50,000.00

| Date | Paid To / Rec'd From | Purpose | Amount | Balance |
|------------|----------------------|---------------------------|---------------|-------------|
| 05/02/2026 | John Doe | Cement tea & snacks | - ₹ 1,500.00 | ₹ 48,500.00 |
| 05/02/2026 | Hardware Store | Emergency nails and tools | - ₹ 12,000.00 | ₹ 36,500.00 |
| 05/02/2026 | Office Petty Cash | Weekly top-up | + ₹ 20,000.00 | ₹ 56,500.00 |
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Prepared By

Owner Signature