

Name: Melvin Chia (46)Class: S.M.1 AC ()Student ID: 190050Date: 17 Aug 2022

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In the books of William

Petty Cash Book

PCB01

Receipts	Folio	Date	Particulars	Voucher No.	Payments	Postages and Stationery	Travelling Expenses	Cleaning Expenses	General Expenses	Ledger	Ledger Folio
RM		2015			RM	RM	RM	RM	RM	RM	
150.00		May 1	Balance b/d								
		3	Kare	1	25.00					25.00	
		5	Notebooks and Paper Clips	2	7.00	7.00					
		7	Postage Stamps	3	8.00	8.00					
		9	Courier Services	4	25.00	25.00					
		12	Taxi Fares	5	13.50		13.50				
		15	Wages to Cleaner	6	30.00			30.00			
		16	Writing Materials	7	14.00	14.00					
		19	Refreshment for Guests	8	13.00				13.00		
		22	LRT Fares	9	4.50		4.50				
		25	Detergent, Brushes and Gloves	10	5.50			5.50			
145.50	CB01	27	Bank - Reimbursement								
		27	Donation to Charity	11	35.00				35.00		
		30	Tony	12	16.00					16.00	
					196.50	54.00	18.00	35.50	48.00	41.00	
51.00	CB01		Bank - Reimbursement								
		31	Balance c/d		150.00						
346.50					346.50						
150.00		Jun 1	Balance b/d								