**Ans-30**

**Petty Cash Book**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cash Received** | **LF** | **Date** | **Particulars** | **Voucher No** | **Total Payment** | **Stationery** | **Postage** | **Travel** | **Remarks** |
| 1000.00 |  | 01/04/15 | Cash received |  |  |  |  |  |  |
|  |  | 06/04/15 | Books & Pens purchased |  | 500.00 | 500.00 |  |  |  |
|  |  | 10/04/15 | Postage expense incurred |  | 400.00 |  | 400.00 |  |  |
| 750.00 |  | 15/04/15 | Cash received |  |  |  |  |  |  |
|  |  | 20/04/15 | Taxi hire expense paid |  | 600.00 |  |  | 600.00 |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | 30/04/15 | By balance |  |  |  |  |  |  |
| **1750.00** |  |  |  |  | **1500.00** | **500.00** | **400.00** | **600.00** |  |
| **250.00** |  | **May** | **Opening balance** |  |  |  |  |  |  |