Format of Petty Cash Book

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cash Received** | **L F** | **Date** | **Particulars** | **V.no** | **Total Payment** | **Analysis of Expenses** | | | | | | |
| **Postage**  **(Rs)** | **Station**  **(Rs)** | **Carriage**  **(Rs)** | **Travel**  **(Rs)** | **Personal expenses** | **Remarks** |  |
| 50,000 |  | 2011  Jan |  |  |  |  |  |  |  |  |  |  |
|  |  | 1 | To Bank |  |  |  |  |  |  |  |  |  |
|  |  | 5 | By Postage |  | 40,000 | 40,000 |  |  |  |  |  |  |
|  |  | 6 | By Stationary |  | 1,000 |  | 1,000 |  |  |  |  |  |
|  |  | 7 | By Carriage |  | 1,500 |  |  | 1,500 |  |  |  |  |
|  |  | 8 | By Tips |  | 5,000 |  |  |  |  |  |  |  |
|  |  | 9 | By Taxi |  | 800 |  |  |  | 800 |  |  |  |
|  |  | 10 | By Ramu |  | 1,000 |  |  |  |  | 1,000 |  |  |
|  |  | 31 | By balance  c/d |  | 200 |  |  |  |  |  |  |  |
| 50,000 |  |  |  |  | 49,500 | 40,000 | 1,000 | 1,500 | 800 | 1,000 |  |  |
| 500 |  | Feb | Opening Bal |  |  |  |  |  |  |  |  |  |