**Petty Cash Book Template**

|  |  |
| --- | --- |
| **Income** | **Expenditure** |
| **Date** | **Description** | **Amount** | **Date** | **Description** | **Ref** | **Total** | **Repairs & Maint.** | **Postage** | **Papers** | **Sundry** | **Notes** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  |  |  |  |  |  |  |
|  |  |  |  | **Balance c/f** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Balance B/F** |  |  |  |  |  |  |  |  |  |  |

**Example of a Petty Cash Book**

|  |  |
| --- | --- |
| **Income** | **Expenditure** |
| **Date** | **Description** | **Amount** | **Date** | **Description** | **Ref** | **Total** | **Repairs & Maint.** | **Postage** | **Papers** | **Sundry** | **Notes** |
| 01/10/20XX | Balance B/F | 45.23 | 01/10/20XX | Papers | *1/10* | 10.00 |  |  | 10.00 |  |  |
| 01/10/20XX | Cheque 502666 | 200.00 | 01/10/20XX | Locks | *2/10* | 30.00 | 30.00 |  |  |  | Locks for store room |
|  |  |  | 02/10/20XX | An Post | *3/10* | 38.00 |  | 38.00 |  |  | Stamps |
|  |  |  | 03/10/20XX | Cakes | *4/10* | 10.00 |  |  |  | 10.00 | Birthday |
|  |  |  | 04/10/20XX | Book M Brown | *5/10* | 15.00 |  |  |  | 15.00 | Book |
|  |  |  | 05/10/20XX | Hardware | *6/10* | 22.00 |  |  |  | 22.00 | Locks |
|  |  |  | 06/10/20XX | Petrol | *7/10* | 5.00 |  |  |  | 5.00 | Mower |
|  |  |  | 07/10/20XX | Papers | *8/10* | 10.00 |  |  | 10.00 |  |  |
|  |  |  | 17/10/20XX | Flowers | *9/10* | 30.00 |  |  |  | 30 | Flower for teacher |
|  |  |  | 09/10/20XX | Handle for shovel | *10/10* | 15.25 | 15.25 |  |  |  | New handle for shovel |
|  |  |  |  | **Total** |  | **185.25** | **45.25** | **38.00** | **20.00** | **82.00** |  |
|  |  |  |  | **Balance c/f** |  | ***59.98*** |  |  |  |  |  |
|  |  | **245.23** |  |  |  | **245.23** |  |  |  |  |  |
| **10/10/20XX** | **Balance B/F** | ***59.98*** |  |  |  |  |  |  |  |  |  |