

Analytical Petty Cash Book Format Sheet

Date	Particulars	Voucher No.	Amount Received (â‚,')	Payments						Total Payment (â‚,')	Balance (â‚,')
				Postage	Stationery	Travel	Refreshments	Cartage	Others		
01-06-2024	Cash Received	001	5,000								5,000
02-06-2024	Postage Stamps	002		100						100	4,900
04-06-2024	Notebook Purchase	003			80					80	4,820
06-06-2024	Taxi Fare	004				120				120	4,700
08-06-2024	Refreshments for Meeting	005					150			150	4,550
10-06-2024	Cartage Charges	006						70		70	4,480
12-06-2024	Minor Repairs	007							90	90	4,390
Total				100	80	120	150	70	90	610	4,390

Important Notes:

- This cash book helps in recording and analyzing all petty cash expenses by category.
- Separate columns for each expense type enable quick review and accountability.
- Balances must be checked regularly against actual cash for accuracy.
- Appropriate vouchers should be attached for each entry as proof of payment.
- It is typically maintained by the petty cashier and reviewed by a supervisor or auditor.