

Petty Cash Book

Format Outline

Date	Voucher No.	Particulars	Receipts (â‚¹)	Payments (â‚¹)	Balance (â‚¹)	Initials

Notes:

- This document is used to record small cash transactions within an organization.
- Entries must be recorded chronologically and supported with appropriate vouchers.
- Balances should be updated after each transaction for accurate tracking.
- Regular review and reconciliation of the petty cash book is necessary to avoid discrepancies.
- Initials indicate acknowledgment by the person responsible for each transaction.