

Petty Cash Ledger Book

For the Month of: _____

Department/Section: _____

Date	Particulars	Voucher No.	Receipt (Rs.)	Payment (Rs.)	Balance (Rs.)	Initials
01/06/2024	Opening Balance	-	5,000.00		5,000.00	
02/06/2024	Stationery Purchase	PC-101		400.00	4,600.00	
04/06/2024	Courier Charges	PC-102		150.00	4,450.00	
06/06/2024	Postage	PC-103		85.00	4,365.00	
10/06/2024	Reimbursement	-	1,500.00		5,865.00	
12/06/2024	Refreshments (Meeting)	PC-104		250.00	5,615.00	
15/06/2024	Closing Balance	-			5,615.00	

Important Notes:

- All petty cash transactions should be supported by proper vouchers and receipts.
- Entries must be recorded promptly and accurately to avoid discrepancies.
- Ledger balances should be reconciled regularly with physical cash on hand.
- Petty cash must be used strictly as per approved policy for minor expenses only.
- At month-end, closing balances and supporting documents should be reviewed by the authorized person.