

## Petty Cash Ledger Book - Daily Entry

Date	Voucher No.	Particulars	Received (\$)	Paid Out (\$)	Balance (\$)	Remarks
2024-06-12	PC001	Opening Balance	200.00		200.00	
2024-06-12	PC002	Stationery Purchase		35.50	164.50	Invoice #457
2024-06-12	PC003	Coffee Supplies		15.25	149.25	Cash Memo
2024-06-12	PC004	Petty Cash Reimbursed	50.00		199.25	Receipt
2024-06-12	PC005	Courier Charges		22.00	177.25	#AA123456

- All entries must be supported by vouchers or bills.
- Daily balances are to be carried forward for the next day's opening balance.
- Pertinent details and remarks should be entered for each transaction.
- This ledger book should be checked and approved regularly by the supervisor or manager.
- Always keep petty cash funds secured and reconcile periodically with ledger entries.