

Question 21 (continued)

(c) Complete the Petty Cash Book for Helpful Cleaning.

6

**Helpful Cleaning Transactions**

1/3/13	Establish petty cash advance	Cheque # 822	\$50.00
4/3/13	Purchase milk, tea and coffee (no GST)	Voucher #1	\$8.20
8/3/13	Purchase stamps for posting (including GST)	Voucher #2	\$33.00
11/3/13	Increase float to \$75.00	Cheque # 845	
23/3/13	Purchase stamps for posting (including GST)	Voucher #3	\$22.00
31/3/13	Reimburse petty cash	Cheque # 861	

**Petty Cash Book**

Amount received	Voucher/ cheque number	Date	Details	Amount paid	GST paid	Staff amenities	Postage
50	#822 chq.	1/3/13	Petty cash advance				
	# 1	4/3/13	Purchase (milk + tea...)	8.20		8.20	
	# 2	8/3/13	Purchase (stamps)	33	3		30
75	#845 chq.	11/3/13	Increase float.				
	# 3	23/3/13	Purchase (stamps)	22	2		20
				96.20	5	8.20	50
			Balance	<del>28.8</del> 125			
125				125			
96.20	# 861 chq.	31/3/13	Reimbursement				

**End of Question 21**