# **Uxbridge College**

## **Basic Accounting I (BAI)**

#### Level 2 Certificate in Accounting AAT – Group B Lesson 8



# **LEARNING OUTCOMES**

- **Students should be able to:** 
  - Purpose of Petty Cash Book (PCB) and Petty cash vouchers;
  - Construct Petty Cash Book (PCB);
  - Analyse the petty cash transactions in the Petty Cash Book (PCB);
    - Show the Receipts and Payment entries of petty cash expenses and post to ledger accounts;

## Purpose of Petty Cash Book

- To maintain records of petty business transactions such as purchase of stamps, tea & coffee, milk, postage etc.
- For these types of transaction normally we don't issue cheques instead pay cash.
- Some times customers pay cash and we use those cash to make payments for petty expenses

# Petty cash voucher

Signature of person authorising voucher		PETTY CASH	Sequer voucher n			
	Authorised by FR Clarke	<i>Received by</i> L Kent <del>&lt;</del>	Signature of claimant	No	4173	
	Date	Description		Amo	unt	
1	4 Apríl 20X1	Traín Fare		12	50	
Details of						
expenditure						
						Total paid
		Total		12	50 🔫	to
1						employee

78.5

## Petty cash book

	<sup>ک</sup> ړ <sup>ر</sup>	Petty ca						ook				
-7 S. I	Receipts		Payments									
٦४८	Date	Narrative	Total	Date	Narrative	Voucher	Total	Postage	Travel	Tea &	Sundry	<mark>VAT 20%</mark>
NZD						no				coffee		
?/												
12A												
10	20X1		£	20X1			£	£	£	£	£	£
21.4.												
78 Å	03/04	Cash	100.00	03/04	Tea/coffee	0001	4.73			4.73		
$\langle \langle \chi \rangle \rangle$												
?				03/04	Train fare	0002	14.90		14.90			
12A				0.4/0.4			4.00				4.00	0.00
				04/04	Stationery	0003	4.80				4.00	0.80
JA.				05/04	Destant	0004	40.05	40.05				
78				05/04	Postage	0004	16.35	16.35				
$\langle \rangle \rangle$				07/04	Train fare	0005	15 20		15.20			
				07/04	Train lare	0005	15.30		15.30			
The				08/04	Milk/biscuits	0006	3.85			3.85		
$\langle \cdot \cdot \rangle$				00/04	WIIIN/DISCUILS	0000	5.05			5.05		
Jit.							59.93	16.35	30.20	8.58	4.00	0.80
~* 7**	<u> </u>	Y L X -		30/4	Balance c/d		<b>40.07</b>		00.20	0.00	7.00	0.00
$\langle (\hat{\lambda}) \rangle$		$\left( \frac{1}{2} \right) $	100.00				100.00		30.20	8.58	4.00	0.80
	1/5		40.07				100100		00120			
24	TU T	Balarioo	10101									

## Posting to ledger accounts

_e _1	AXXXX to		Postage account	
	20X1 30-Apr	РСВ	16.35	
71.5	The state			
2.	Mark Alath		Travel account	
	20X1 30-Apr	PCB	30.2	
- 1	Zara		Tea & Coffee account	
The	20X1			
( 1	30-Apr	РСВ	8.58	
214	大大大			
180	↓		Sundry account	
신것	20X1			
7. 8	30-Apr	РСВ	4	
1	Stold De		, I	
83-2	二本二本 二十二		VAT account	
- <u>s</u> , 1	20X1			
۲ <u>۲</u>	30-Apr	РСВ	0.80	
7.2	れてたたいと		Ι	

#### Lesson activities

- 1. Refer to question 57 and complete the task (a) to (d)
- 2. Refer to question 9.5 and complete the task