Period Number :- | | Week No:- | |

WEEKLY PETTY CASH TOTALS

Week Beginning	INCOME		AMOUNT
	TRANSPORT		£
Week Ending	SALES		£
	INVOICES PAID		£
	TEA MONEY		£
INVOICES PAID	**INCOME TOTAL**	A	£
	EXPENSES		AMOUNT
	P/C CARRIED FWD		£
	P/C OUT		£
	P/C BALANCE	B	£
	TIN BALANCE	A+B	£

Detail of Petty Cash Payments Out

DATE	DESCRIPTION	FOLIO	AMOUNT
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
		Total	£