

19.2 Write up a petty cash book with analysis columns for office expenses, motor expenses, cleaning expenses and casual labour. The cash float brought down is \$500 and the amount spent is reimbursed on 30 June. Show the balance carried down to 1 July.

		\$
2007		
June 1	H. Sangster – casual labour	13
June 2	Stationery	22
June 2	Unique Motors – motor repairs	30
June 3	Cleaning materials	16
June 6	Envelopes	14
June 8	Petrol	28
June 11	J. Hogan – casual labour	15
June 12	Paper-clips	12
June 12	Mrs Bell – cleaner	27
June 14	Petrol	11
June 16	Stationery	31
June 16	Petrol	29
June 21	Motor vehicle taxation	50
June 22	T. Cooke – casual labour	21
June 23	Mrs Bell – cleaner	10
June 24	P. King – casual labour	19
June 25	Copy paper	27
June 26	Flat Cars – motor repairs	21
June 29	Petrol	12
June 30	J. Young – casual labour	16

Also show how the items for motor expenses and office expenses would appear in the general ledger.

PETTY CASH BOOK

[illegible]