M. St. Louis petty cash book is kept on the imprest system, the sum being $600.00. It has five (5) columns – for postage, stationery, travelling expenses, general expenses and ledger. Enter the following transactions and restore the petty cash on the 31 May 2020. Assign your own voucher numbers.

May 1	Cash $600.00
May 2	Bought stamps $70.00
May 4	Paid taxi fares $15.00
May 9	Bought envelopes $56.00
May 12	Bought coffee $32.00
May 15	Paid taxi fares $40.00
May 16	Bought milk $40.00
May 17	Purchased stamps $30.00
May 18	Paid L. Job $32.00
May 19	Paid for a telegram $35.00
May 20	Received $20.00 from a member of staff for a personal telephone call
May 24	Paid cash refund to a customer $26.00
May 27	Bought tea $28.00
May 29	Gave a donation to a blind person $30.00

Dr. Cr.

LIVEWORKSHEETS