

Course
&
Test Series

Self Made Assignment - Manual Accounting

Petty cash book

Create petty cash book:

Question 1: XYZ Corp. uses the imprest system for its petty cash book. On May 1, 2024, the petty cash balance is ₹5,000. During May, the following transactions occurred:

- May 1 Petty cash in hand ₹620. Received cash to restore imprest amount.
- May 1 Paid for office cleaning ₹150.
- May 3 Paid taxi fare ₹400, auto fare ₹180, and wages ₹200.
- May 4 Bought printing paper and pens ₹320.
- May 6 Paid for courier service ₹180 and wages ₹300.
- May 8 Bought stamps ₹250, envelopes ₹500, and ledger book ₹350.
- May 10 Paid for printer repairs ₹280 and gave ₹100 as tips to office assistant.
- May 11 Donated to local charity ₹120 and spent ₹300 on snacks for clients.

Question 2: You are the petty cashier of Zenith Traders. You maintain a Petty Cash Book under the imprest system with a fixed imprest amount of ₹3,000. Record the following transactions:

- March 2 Paid ₹1,000 for stationery.
- March 5 Paid ₹600 for postage.
- March 10 Purchased office equipment worth ₹800.
- March 15 Paid ₹200 for miscellaneous expenses.
- March 20 Received ₹250 as reimbursement for a returned purchase.
- March 30 The petty cash book shows ₹2,050 in hand.

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