

Course
&
Test Series

Self Made Assignment - Manual Accounting

Petty Cash Book

Create petty cash book:

Question 1: You are the petty cashier of **Maxwell Agencies**, which follows the imprest system with a fixed imprest amount of ₹4,500. Record the following expenses in the Petty Cash Book for **September 2024**.

Sept 1	Petty cash in hand ₹620. Received cash to restore imprest.
Sept 2	Paid for office cleaning ₹180.
Sept 3	Auto fare ₹220, cycle rickshaw fare ₹80.
Sept 4	Purchased notebooks and punch machine ₹440.
Sept 6	Paid wages ₹300 and courier charges ₹160.
Sept 8	Bought stamps ₹240, printed envelopes ₹330.
Sept 10	Paid electrician for repairs ₹260.
Sept 12	Gave snacks to visitors ₹200, gave donation ₹120.

Question 2: You are maintaining the petty cash book for **Orchid Technologies**. The company uses the imprest system with a monthly imprest of ₹3,500.

Oct 1	Petty cash in hand ₹390. Received cash to make up imprest.
Oct 2	Paid office helper for cleaning ₹140.
Oct 4	Bus fare ₹120, auto fare ₹160.
Oct 6	Purchased paper clips and pen refills ₹230.
Oct 7	Paid wages to temporary worker ₹260.
Oct 9	Sent parcel via courier ₹110.
Oct 10	Bought stamps ₹300, purchased diary and ink ₹270.
Oct 12	Paid fan repair charges ₹180 and gave ₹200 for refreshments.

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