

1. **Petty Cash Fund:** Cash set aside for petty cash payments.
2. **Petty Cashier:** A person who is responsible for petty cash matters under imprest system.
3. **Petty Cash Vouchers:** Documents that are the evidence of petty cash payments.
4. **Petty Cash Book:** A journal maintained by petty cashier for recording all the transactions relating to petty cash matters under imprest system.
5. **Imprest System:** Imprest system is the system of petty cash fund involving the following steps:
 - 1) Establishment of petty cash fund
 - 2) Disbursement/Payment out of petty cash fund
 - 3) Replenishment of petty cash fund

| Petty Cash Book | | | | | | | | | | | | |
|-----------------|----------|----|----------------------|-----------|-------------|---------------|-----------------|--------------------|---------|---------------|------------|---------------|
| Receipt | Date | | Description | Post. Ref | Voucher No. | Total Payment | DISBURSEMENT | | | | | |
| | | | | | | | Office Supplies | Postage & Telegram | Cartage | Entertainment | Conveyance | Sundries |
| | | | | | | | | | | | | A/c no Amount |
| 1,800 | 1997 Aug | 1 | Bank | | | | | | | | | |
| | | 2 | Rickshaw Fare | | | 77 | | | | | 77 | |
| | | 5 | Bus Fare | | | 12 | | | | | 12 | |
| | | 8 | Entertainment | | | 63 | | | | 63 | | |
| | | 10 | Postage Stamps | | | 32 | | 32 | | | | |
| | | 15 | Transporting | | | 90 | | | 90 | | | |
| | | 18 | Telegram | | | 35 | | 35 | | | | |
| | | 20 | Paper, Ink etc. | | | 80 | 80 | | | | | |
| | | 22 | V.P.P | | | 75 | | 75 | | | | |
| | | 24 | Repair of Typewriter | | | 95 | | | | | | 95 |
| | | 26 | Repair of Furniture | | | 80 | | | | | | 80 |
| | | 28 | Rubber Stamps | | | 40 | 40 | | | | | |
| | | 30 | Taxi Fare | | | 60 | | | | | 60 | |
| 1,800 | | | | | | 739 | 120 | 142 | 90 | 63 | 149 | - 175 |
| - | | 31 | Balance c/d | | | 1,061 | | | | | | |
| 1,800 | | | | | | 1,800 | | | | | | |
| 1,061 | Sep | 1 | Balance b/d | | | | | | | | | |
| 739 | | 1 | Bank | | | | | | | | | |

| General Journal | | | | | |
|-----------------|----|---|-----------|-------|--------|
| Date | | Account Titles and Explanation | Post Ref. | Debit | Credit |
| 1997 | | | | | |
| Aug | 1 | Petty Cash Fund | | 1,800 | |
| | | Bank | | | 1,800 |
| | | (To record establishment of petty cash fund) | | | |
| | 31 | Office Supplies | | 120 | |
| | | Postage & Telegram | | 142 | |
| | | Cartage | | 90 | |
| | | Entertainment | | 63 | |
| | | Conveyance | | 149 | |
| | | Repair of Furniture | | 95 | |
| | | Repair of Typewriter | | 80 | |
| | | Petty Cash Fund | | | 739 |
| | | (To record disbursement out of petty cash fund) | | | |
| Sep | 1 | Petty Cash Fund | | 739 | |
| | | Bank | | | 739 |
| | | (To record replenishment of petty cash fund) | | | |

| Petty Cash Book | | | | | | | | | | | | |
|-----------------|----------|----|--------------------------|-----------|-------------|---------------|-----------------|--------------------|---------|---------------|------------|---------------|
| Receipt | Date | | Description | Post. Ref | Voucher No. | Total Payment | DISBURSEMENT | | | | | |
| | | | | | | | Office Supplies | Postage & Telegram | Cartage | Entertainment | Conveyance | Sundries |
| | | | | | | | | | | | | A/c no Amount |
| 5,000 | 2015 Mar | 1 | Bank | | | | | | | | | |
| | | 1 | Postage Stamps | | | 80 | | 80 | | | | |
| | | 2 | Stationary | | | 100 | 100 | | | | | |
| | | 3 | Cartage | | | 40 | | | 40 | | | |
| | | 3 | Postage Stamps | | | 60 | | 60 | | | | |
| | | 8 | Paper | | | 10 | 10 | | | | | |
| | | 12 | Cartage | | | 60 | | | 60 | | | |
| | | 18 | Trips to Office Peon | | | 20 | | | | | 20 | |
| | | 23 | Inks and Nibs | | | 40 | 40 | | | | | |
| | | 25 | Tiffin to Office Peon | | | 60 | | | | | | 60 |
| | | 26 | Train Fare | | | 500 | | | | | 500 | |
| | | 28 | Bus Fare | | | 40 | | | | | 40 | |
| | | 29 | Envelops and Letterheads | | | 60 | 60 | | | | | |
| | | 30 | Printing Charges | | | 40 | 40 | | | | | |
| | | 31 | Taxi Fare | | | 100 | | | | | 100 | |
| 5,000 | | | | | | 1,210 | 250 | 140 | 100 | - | 660 | - 60 |
| - | | 31 | Balance c/d | | | 3,790 | | | | | | |
| 5,000 | | | | | | 5,000 | | | | | | |
| 3,790 | April | 1 | Balance b/d | | | | | | | | | |
| 1,210 | | 1 | Bank | | | | | | | | | |

| General Journal | | | | | |
|-----------------|----|--|-----------|-------|--------|
| Date | | Account Titles and Explanation | Post Ref. | Debit | Credit |
| 2015 | | | | | |
| Mar | 1 | Petty Cash Fund | | 5,000 | |
| | | Bank | | | 5,000 |
| | | (Established petty cash fund) | | | |
| | | | | | |
| | 31 | Office Supplies | | 250 | |
| | | Postage & Telegram | | 140 | |
| | | Cartage | | 100 | |
| | | Conveyance | | 660 | |
| | | Tiffin to Peon | | 60 | |
| | | Petty Cash Fund | | | 1,210 |
| | | (To record disbursement out of petty fund) | | | |
| | | | | | |
| April | 1 | Petty Cash Fund | | 1,210 | |
| | | Bank | | | 1,210 |
| | | (To record replenishment of petty cash fund) | | | |

Petty Cash Book

| Receipt | Date | | Description | Post. Ref | Voucher No. | Total Payment | DISBURSEMENT | | | | | |
|---------|------|----|--------------------------------|-----------|-------------|---------------|-----------------|------------------|---------|-------------|---------------|--------|
| | | | | | | | Office Supplies | Delivery Expense | Postage | Withdrawals | Miscellaneous | |
| | | | | | | | | | | | A/c no | Amount |
| 1,500 | Dec | 1 | Bank | | | | | | | | | |
| | | 3 | Computer paper | | | 288 | 288 | | | | | |
| | | 6 | Delivery Expense | | | 56 | | 56 | | | | |
| | | 6 | Wages on merchandise purchased | | | 30 | | | | | 30 | |
| | | 9 | Parcel post charges | | | 75 | | | 75 | | | |
| | | 10 | Drawing | | | 200 | | | | 200 | | |
| | | 18 | Delivery Expense | | | 95 | | 95 | | | | |
| | | 22 | Drawing | | | 75 | | | | 75 | | |
| | | 25 | Delivery Expense | | | 155 | | 155 | | | | |
| | | 30 | Repair of computer | | | 445 | | | | | 445 | |
| | | 31 | Entertainment | | | 55 | | | | | 55 | |
| | | | | | | | | | | | | |
| 1,500 | | | | | | 1,474 | 288 | 306 | 75 | 275 | - 530 | |
| - | | 31 | Balance c/d | | | 26 | | | | | | |
| 1,500 | | | | | | 1,500 | | | | | | |
| 26 | Jan | 1 | Balance b/d | | | | | | | | | |
| 1,474 | | 1 | Bank | | | | | | | | | |