**Portishead**

**MONTH ENDED Jan-22**

| DATE | Voucher No. | DESCRIPTION OF INCOME/(EXPENSE) Supplier - Description (Person) | Gross Cash In/ (Out) | VAT recoverable /(payable) | Net Income/ (Expense) |
|---|---|---|---|---|---|
| 31.12.21 | Petty Cash Balance brought forward - opening | | £ 21.03 | | |
| Income/(Expenses) in Month: | | | £ | £ | £ |
| 03.01.22 | 632 | Week View Diary (Councillor Bull) | (3.50) | 0.00 | (3.50) |
| 25.01.22 | 633 | Milk | (0.89) | 0.00 | (0.89) |
| 31.01.22 | 634 | Coffee & Sugar | (5.00) | 0.83 | (4.17) |
| | | | | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 |
| Total for Month | | | (9.39) | 0.83 | (8.56) |

*Accounting Entries: Cash Book (CB2) Postings*

| CC | NL | EMR | NL-Description | Gross | VAT £ | Net £ |
|---|---|---|---|---|---|---|
| 120 | 4120 | | Office Sundries | (3.50) | 0.00 | (3.50) |
| 120 | 4120 | | Office Sundries | (0.89) | 0.00 | (0.89) |
| 120 | 4120 | | Office Sundries | (5.00) | 0.83 | (4.17) |
| | | | | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | 0.00 | 0.00 |
| Totals | | | | (9.39) | 0.83 | (8.56) |

| | | |
|---|---|---|
| 1.1.22 | Petty | £21.03 |
| 1.1.22 | Cash in | £11.64 |
| 1.1.22 | Reconcil | £0.00 |

| ANALYSIS OF | |
|---|---|
| Note/Coin | Amount |
| £20.00 | |
| £10.00 | |
| £5.00 | |
| £1.00 | £2.00 |
| £0.50 | |
| £0.20 | £5.60 |
| £0.10 | £3.90 |
| £0.05 | £0.05 |
| £0.02 | |
| £0.01 | £0.09 |
| Total Petty Cash | £11.64 |

**Petty Cash Reconcilition Approval:**

Prepared by: J Martin .....

Checked & Approved by: J Stuckey .....