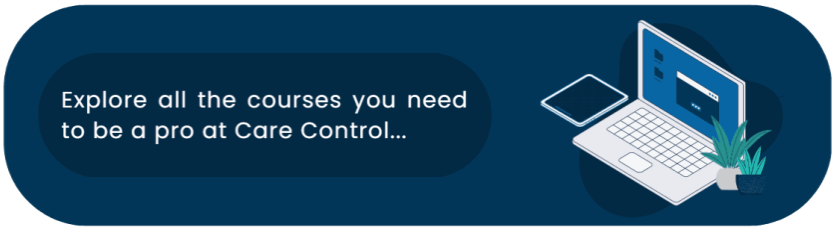
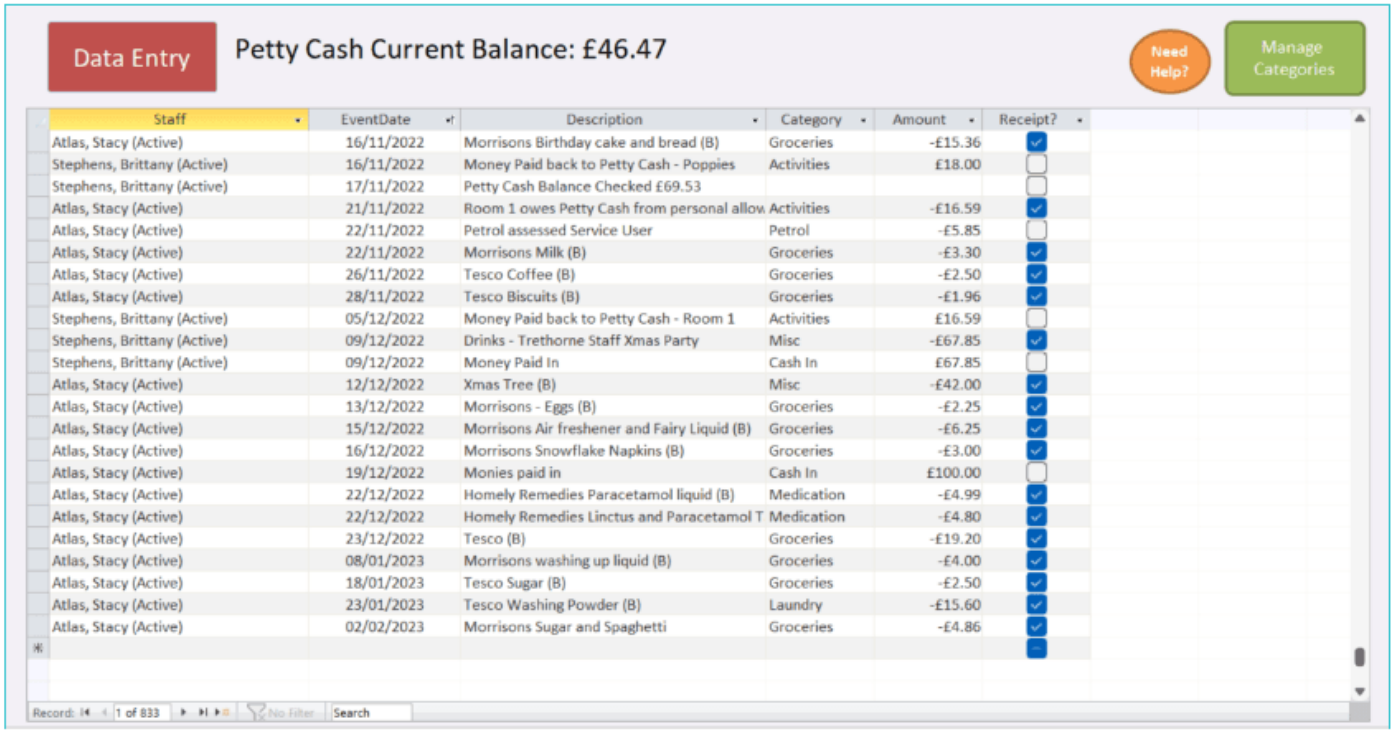
FAQ – Petty Cash

FAQ's · https://cclearninghub.co.uk/docs/faq-petty-cash/



FAQ - Petty Cash

Petty cash is a small amount of money that a company typically keeps available to cover the minor expenses of their day-to-day operations.



Staff	EventDate	Description	Category	Amount	Receipt?
Atlas, Stacy (Active)	16/11/2022	Morrisons Birthday cake and bread (B)	Groceries	-£15.36	☑
Stephens, Brittany (Active)	16/11/2022	Money Paid back to Petty Cash - Poppies	Activities	£18.00	☐
Stephens, Brittany (Active)	17/11/2022	Petty Cash Balance Checked £69.53			☐
Atlas, Stacy (Active)	21/11/2022	Room 1 owes Petty Cash from personal allow	Activities	-£16.59	☑
Atlas, Stacy (Active)	22/11/2022	Petrol assessed Service User	Petrol	-£5.85	☐
Atlas, Stacy (Active)	22/11/2022	Morrisons Milk (B)	Groceries	-£3.30	☑
Atlas, Stacy (Active)	26/11/2022	Tesco Coffee (B)	Groceries	-£2.50	☑
Atlas, Stacy (Active)	28/11/2022	Tesco Biscuits (B)	Groceries	-£1.96	☑
Stephens, Brittany (Active)	05/12/2022	Money Paid back to Petty Cash - Room 1	Activities	£16.59	☐
Stephens, Brittany (Active)	09/12/2022	Drinks - Trethorne Staff Xmas Party	Misc	-£67.85	☑
Stephens, Brittany (Active)	09/12/2022	Money Paid In	Cash In	£67.85	☐
Atlas, Stacy (Active)	12/12/2022	Xmas Tree (B)	Misc	-£42.00	☑
Atlas, Stacy (Active)	13/12/2022	Morrisons - Eggs (B)	Groceries	-£2.25	☑
Atlas, Stacy (Active)	15/12/2022	Morrisons Air freshener and Fairy Liquid (B)	Groceries	-£6.25	☑
Atlas, Stacy (Active)	16/12/2022	Morrisons Snowflake Napkins (B)	Groceries	-£3.00	☑
Atlas, Stacy (Active)	19/12/2022	Monies paid in	Cash In	£100.00	☐
Atlas, Stacy (Active)	22/12/2022	Homely Remedies Paracetamol liquid (B)	Medication	-£4.99	☑
Atlas, Stacy (Active)	22/12/2022	Homely Remedies Linctus and Paracetamol T	Medication	-£4.80	☑
Atlas, Stacy (Active)	23/12/2022	Tesco (B)	Groceries	-£19.20	☑
Atlas, Stacy (Active)	08/01/2023	Morrisons washing up liquid (B)	Groceries	-£4.00	☑
Atlas, Stacy (Active)	18/01/2023	Tesco Sugar (B)	Groceries	-£2.50	☑
Atlas, Stacy (Active)	23/01/2023	Tesco Washing Powder (B)	Laundry	-£15.60	☑
Atlas, Stacy (Active)	02/02/2023	Morrisons Sugar and Spaghetti	Groceries	-£4.86	☑

1

In order to view the transactions click **Data Entry**.

To add in a new transaction click at the bottom and select the staff member who did the shop.

- Staff – who went and did the shop.
- Event Date – when did the transaction take place.
- Description – what was actually purchased (e.g. biscuits, milk, coffee).
- Category – which category does the purchase fall into (e.g. Groceries would be purchases you'd make for a normal food shop).
- Amount – how much was spent for this transaction.
- Receipt – did the staff member retain the receipt or not.

2

At the bottom of this area you can add in your own categories which you will be able to select ew petty cash entry. In order to do this, click at the bottom and type in your also click on the other Categories and amend them if you wish.

