

**OFFICE PROCEDURES PETTY CASH ASSIGNMENT Page 183-185**

Guy is planning on taking an extended vacation and will be away from the office for the next month. Usually you would delegate the responsibility of maintaining the petty cash fund to another member of your staff, but because Leanne is fairly new you have decided to add this to your other duties.

Guy has processed the replenishment request, so you will be starting a new cash register for this month. The balance is \$150.00.

In **EXCEL** create a copy of a "Petty Cash Register Form" (example Page 184). Record the establishment amount of \$150 on the first line of the "Credits" column. (use the current month of the year in completing this exercise)

The following were the cash payments that you made from the petty cash fund during this month:

<b>DAY</b>	<b>VOUCHER #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1	115	Whiteboard pens	\$7.34
5	116	Blueline Taxi to airport	\$15.00
7	117	Parking at airport	\$7.00
8	118	Floral Arrangement (gif to sick employee	\$21.39
15	119	Coffee Supplies	\$18.48
18	120	Purchase advertising in local high school yearbook	\$50.00
25	121	Courier	\$13.65
27	122	Whiteout and glue stick	\$2.25
30	120	Plant Fertilizer	\$6.41

Total the cash payments and calculate the balance as of the end of the month. Forward the balance to the beginning of the next month.

On worksheet/tab 2 in your EXCEL document create and use a Petty Cash Replenishment Form (example on Page 185) to summarize the month's expenses. Then, using the chart of accounts below, prepare a request for funds.

Charts of Accounts

- 101 Cash
- 401 Office Supplies Expense
- 402 Travel Expense
- 403 Employee Expense
- 404 Postage and Delivery Expense
- 405 Employee Incentives Expense
- 406 Advertising Expense

Save as "Student Name - Petty Cash" and email to your instructor.