

EXPENSES July/August		
Mileage: 45 miles @ 45p	£	20.25
Phone: 0 mins @ 15p	£	-
Broadband contribution		
£6 per month	£	12.00
Home office: space, light heating, electricity per month £2.50	£	5.00
TOTAL	£	37.25
3rd Sept chq 1237		

PETTY CASH EXPENSES - OFFICE		VAT incl	
July/August			
2/7 Paper and stationery	£	8.00	£ -
19/8 Labels	£	2.00	£ -
27/8 Index cards	£	1.50	£ -
TOTAL	£	11.50	£ -
Chq 1238 3rd Sept			
Petty cash in hand	£	38.50	
Petty Cash Float	£	50.00	