

## Padiham Town Council

### Transactions for Petty Cash

| Voucher | Date       | Chq/Rec No. | Description                                      | Supplier           | Total   | Balance       | Cashed date |
|---------|------------|-------------|--|--------------------|---------|---------------|-------------|
|         |            |             | <b>STARTING BALANCE</b>                          |                    |         | <b>250.00</b> |             |
| 54      | 01/04/2023 | Cash        | Tea & Toast                                      | Tesco              | -9.35   | 240.65        |             |
| 56      | 01/04/2023 | Cash        | Stationery                                       | Amazon             | -19.49  | 221.16        |             |
| 59      | 03/04/2023 | Cash        | Tea & Toast                                      | Tesco              | -9.85   | 211.31        |             |
| 58      | 04/04/2023 | Cash        | Hi vis   | Amazon             | -79.50  | 131.81        |             |
| 39      | 15/04/2023 | Cash        | Laundry costs                                    | Oak St Laundry     |         | 131.81        |             |
| 40      | 15/04/2023 | Cash        | Laundry costs                                    | Oak St Laundry     | -21.00  | 110.81        |             |
| 53      | 17/04/2023 | Cash        | Tea & Toast                                      | Tesco              | -4.80   | 106.01        |             |
| 55      | 17/04/2023 | Cash        | Cleaning   | W. Waddell Clean   | -126.00 | -19.99        |             |
| 57      | 18/04/2023 | Cash        | Stationery                                       | Amazon             | -39.99  | -59.98        |             |
| 52      | 24/04/2023 | Cash        | Tea & Toast                                      | Tesco              | -7.80   | -67.78        |             |
| 48      | 25/04/2023 | Cash        | Stationery                                       | Tesco              | -10.00  | -77.78        |             |
| 49      | 25/04/2023 | Cash        | Stationery                                       | Tesco              | -19.50  | -97.28        |             |
| 50      | 25/04/2023 | Cash        | Stationery                                       | Tesco              | -6.00   | -103.28       |             |
| 44      | 26/04/2023 | Cash        | Cable ties                                       | A1 Motorstores     | -6.60   | -109.88       |             |
| 45      | 26/04/2023 | Cash        | Stationery                                       | EM Broadbelt       | -1.20   | -111.08       |             |
| 47      | 27/04/2023 | Cash        | Stamps   | Tesco              | -12.00  | -123.08       |             |
| 46      | 04/05/2023 | Cash        | Stamps   | Tesco              | -12.00  | -135.08       |             |
| 41      | 11/05/2023 | Cash        | Laundry costs                                    | Oak St Laundry     | -13.00  | -148.08       |             |
| 42      | 11/05/2023 | Cash        | Laundry costs                                    | Oak St Laundry     | -24.00  | -172.08       |             |
| 43      | 11/05/2023 | Cash        | Laundry costs                                    | Oak St Laundry     | -18.00  | -190.08       |             |
| 51      | 15/05/2023 | Cash        | Tea & Toast                                      | Tesco              | -10.65  | -200.73       |             |
| 60      | 05/06/2023 | Cash        | Tea & Toast                                      | Tesco              | -4.90   | -205.63       |             |
| 70801   | 07/06/2023 |             | Transfer from Barclays Town council account - 10 |                    | 240.68  | 35.05         |             |
| 61      | 19/06/2023 | Cash        | Tea & Toast                                      | Tesco              | -5.25   | 29.80         |             |
| 70808   | 20/06/2023 |             | Transfer from Barclays Town council account - 10 |                    | 460.88  | 490.68        |             |
| 94      | 26/06/2023 | Cash        | Tea & Toast                                      | Tesco              | -5.25   | 485.43        |             |
| 95      | 26/06/2023 | Cash        | Tea & Toast                                      | Tesco              | -13.75  | 471.68        |             |
| 70811   | 27/06/2023 |             | Transfer to Barclays Town council account - 1071 |                    | -221.68 | 250.00        |             |
| 22      | 28/06/2023 | SW          | Transfer   | Steve Watson       |         | 250.00        |             |
| 105     | 03/07/2023 | Cash        | Tea & Toast                                      | Tesco              | -7.85   | 242.15        |             |
| 104     | 04/07/2023 | Cash        | Cleaning materials                               | Tesco              | -12.60  | 229.55        |             |
| 101     | 20/07/2023 | Cash        | Laundry costs                                    | Oak St Laundry     | -29.00  | 200.55        |             |
| 102     | 20/07/2023 | Cash        | Laundry costs                                    | Oak St Laundry     | -30.00  | 170.55        |             |
| 103     | 20/07/2023 | Cash        | Laundry costs                                    | Oak St Laundry     | -44.50  | 126.05        |             |
| 71962   | 24/07/2023 |             | Transfer from Barclays Town council account - 10 |                    | 148.95  | 275.00        |             |
| 169     | 25/07/2023 | Cash        | Stationery                                       | W Boyes & Co Ltd   | -4.95   | 270.05        |             |
| 247     | 25/07/2023 | Cash        | Stationery                                       | Tesco              | -26.89  | 243.16        |             |
| 106     | 31/07/2023 | Cash        | Tea & Toast                                      | Tesco              | -7.85   | 235.31        |             |
| 107     | 31/07/2023 | Cash        | Voucher  | Tesco              | -75.00  | 160.31        |             |
| 108     | 31/07/2023 | Cash        | Cable ties                                       | A1 Motorstores     | -11.98  | 148.33        |             |
| 170     | 14/08/2023 | Cash        | Tea & Toast                                      | Tesco              | -12.60  | 135.73        |             |
| 138     | 19/08/2023 | Cash        | Cutlery  | EM Broadbelt       | -10.00  | 125.73        |             |
| 139     | 19/08/2023 | Cash        | Hardware   | EM Broadbelt       | -4.00   | 121.73        |             |
| 140     | 21/08/2023 | Cash        | Storage  | The Original Factc | -7.00   | 114.73        |             |
| 141     | 21/08/2023 | Cash        | Storage  | The Oroginal Fact  | -22.00  | 92.73         |             |
| 142     | 21/08/2023 | Cash        | Storage  | The Oroginal Fact  | -20.00  | 72.73         |             |
| 179     | 01/09/2023 | Cash        | Voucher  | Various            | -10.00  | 62.73         |             |
| 242     | 04/09/2023 | Cash        | Tea & Toast                                      | Tesco              | -4.85   | 57.88         |             |
| 248     | 13/09/2023 | Cash        | Stationery                                       | Tesco              | -5.99   | 51.89         |             |
| 243     | 25/09/2023 | Cash        | Tea & Toast                                      | Tesco              | -4.85   | 47.04         |             |
| 240     | 29/09/2023 | Cash        | Equipment  | EM Broadbelt       | -5.95   | 41.09         |             |
| 241     | 02/10/2023 | Cash        | Tea & Toast                                      | EM Broadbelt       | -4.90   | 36.19         |             |
| 244     | 09/10/2023 | Cash        | Tea & Toast                                      | Tesco              | -8.60   | 27.59         |             |
| 250     | 09/10/2023 | Cash        | Laundry costs                                    | Oak St Laundry     | -17.00  | 10.59         |             |

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| <b>Voucher</b> | <b>Date</b> | <b>Chq/Rec No.</b> | <b>Description</b>      | <b>Supplier</b> | <b>Total</b> | <b>Balance</b> | <b>Cashed date</b> |
|----------------|-------------|--------------------|-------------------------|-----------------|--------------|----------------|--------------------|
|                |             |                    | <b>STARTING BALANCE</b> |                 |              | <b>250.00</b>  |                    |
| 245            | 16/10/2023  | Cash               | Tea & Toast             | Tesco           | -7.25        | 3.34           |                    |
| 246            | 17/10/2023  | Cash               | Stationery              | Tesco           | -8.40        | -5.06          |                    |
| 239            | 30/10/2023  | 5978               | keys                    | EM Broadbelt    | -18.00       | -23.06         |                    |
| 249            | 31/10/2023  | Cash               | Voucher                 | Various         | -40.00       | -63.06         |                    |
|                |             |                    | <b>CLOSING BALANCE</b>  |                 |              | <b>-63.06</b>  |                    |