

A business completed the following transactions:

- Mar 8 Wrote a \$150 cheque to Petty Cash, cashed it and put the money in the petty cash box.
- Mar 12 Paid City Courier \$20 to deliver merchandise sold to a customer.
- Mar 21 Purchased office supplies with petty cash, \$42.50
- Mar 22 Paid \$40 from petty cash to the janitor.
- Mar 29 The owner of the business, signed a petty cash receipt and took \$10 from petty cash for lunch.
- Apr 3 Paid \$16.25 freight charges on merchandise purchased for resale.
- Apr 5 The petty cash cashier noted that there was only \$21.25 cash remaining in the fund so she sorted the petty cash receipts by accounts. The cheque was made for an amount large enough to reimburse the fund and increase the size of the fund to \$200.
- Apr 9 Paid City Courier \$20.00 to deliver merchandise to a customer.
- Apr 12 Paid a delivery person \$35.80 for clothes the owner had dropped off for dry cleaning.
- Apr 13 Paid \$25.50 freight charges on merchandise purchased for resale.
- Apr 16 Gave the wife of the owner, \$30 from petty cash for cab fare and other personal expenditures.
- Apr 20 Paid \$40.00 from petty cash to the janitor.
- Apr 26 Purchased office supplies for \$14.75
- Apr 27 Paid \$9.50 freight charges on merchandise purchased for resale.
- Apr 30 There was \$21.10 in cash in the fund. The petty cash cashier sorted the receipts by accounts. There was a shortage she could not explain and was instructed to reduce the fund by \$50.00

Required:

1. Prepare a journal entry to record the cheque establishing the petty cash fund.
2. Prepare a summary of petty cash payments for March 12 to April 3 that has these categories: Office Supplies, Transportation-In, Delivery Expense, Withdrawals, Cash Over/Short, and Cleaning Expense. Record the journal entry to reimburse and increase the fund on April 5.
3. Prepare a summary of petty cash payments for April 9 to April 27 that has these categories: Office Supplies, Transportation-In, Delivery Expense, Withdrawals, Cash Over/Short, and Cleaning Expense. Record the journal entry to reimburse and decrease the fund on April 30.

**PETTY CASH SCHEDULE
MARCH 12 TO APRIL 5**

Date	Cash Payout	Office Supplies	Trans In	Delivery	Owner Withdrawals	Cleaning
Mar 12						
Mar 21						
Mar 22						
Mar 29						
Apr 3						
Totals						
		Cash remaining in petty cash box				
		Total of receipts and cash in petty cash box				
		Size of Petty Cash fund				
		Cash Over (Short)				

**PETTY CASH SCHEDULE
APRIL 9 TO APRIL 27**

Date	Cash Payout	Office Supplies	Trans In	Delivery	Owner Withdrawals	Cleaning
Apr 9						
Apr 12						
Apr 13						
Apr 16						
Apr 20						
Apr 26						
Apr 27						
Totals						
		Cash remaining in petty cash box				
		Total of receipts and cash in petty cash box				
		Size of Petty Cash fund				
		Cash Over (Short)				

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	ACCOUNT	DEBIT	CREDIT
Mar 8			
	Explain:		
Apr 5			
	Explain:		
Apr 30			
	Explain:		

**PETTY CASH SCHEDULE
MARCH 12 TO APRIL 5**

Date	Cash Payout	Office Supplies	Trans In	Delivery	Owner Withdrawals	Cleaning
Mar 12	20.00			20.00		
Mar 21	42.50	42.50				
Mar 22	40.00					40.00
Mar 29	10.00				10.00	
Apr 3	16.25		16.25			
	128.75	42.50	16.25	20.00	10.00	40.00
	21.25	Cash remaining in petty cash box				
	150.00	Total of receipts and cash in petty cash box				
	150.00	Size of Petty Cash fund				
	0.00	Cash Over (Short)				

**PETTY CASH SCHEDULE
APRIL 9 TO APRIL 27**

Date	Cash Payout	Office Supplies	Trans In	Delivery Expense	Owner Withdrawals	Cleaning
Apr 9	20.00			20.00		
Apr 12	35.80				35.80	
Apr 13	25.50		25.50			
Apr 16	30.00				30.00	
Apr 20	40.00					40.00
Apr 26	14.75	14.75				
Apr 27	9.50		9.50			
	175.55	14.75	35.00	20.00	65.80	40.00
	21.10	Cash remaining in petty cash box				
	196.65	Total of receipts and cash in petty cash box				
	200.00	Size of Petty Cash fund				
	(3.35)	Cash Over (Short)				

GENERAL JOURNAL

	ACCOUNT	DEBIT	CREDIT
Mar 8	Petty Cash	150.00	
	Bank		150.00
	Explain: Establish Petty Cash Fund		
Apr 5	Office Supplies	42.50	
	Transportation In	16.25	
	Delivery Expense	20.00	
	Owner Withdrawals	10.00	
	Cleaning Expense	40.00	
	Petty Cash	50.00	
	Bank		178.75
	Explain: Replentish and increase petty cash		
Apr 30	Office Supplies	14.75	
	Transportation In	35.00	
	Delivery Expense	20.00	
	Owner Withdrawals	65.80	
	Cleaning Expense	40.00	
	Cash Over and Short	3.35	
	Petty Cash		50.00
	Bank		128.90
	Explain: Replentish and decrease petty cash		