



Subject-Accounting

Grade-12

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Competency 4.0 – Posts transactions to the ledger using prime entry books.

Competency Level 4.3 – Maintains the petty cash book to record petty cash expenses.

- (01) (i) Explain briefly the Petty Cash imprest and the reimbursement of the Imprest.
(ii) The original documents relevant to the petty cash transactions.
(i) Receipt of the Petty Cash imprest (ii) Petty cash payments

- (02) The Petty Cash Imprest in a business is Rs.3,000. The sum totals of the Petty cash expenses are as follows:

	Rs.
Stationery expenses	120
Travel expenses	240
Entertainment expenses	300
Postage expenses	450
Sundry expenses	900

The balance carried forward in the Petty Cash book as at 2015/01/31 will be:

(i) Rs.990	(ii) Rs.2,010
(iii) Rs.3,000	(iv) Rs.3,990
(v) Rs.5,010	

- (03) The balances in Sathsarani business on 2017/04/01 are given below:
- Cash Control a/c balance Rs.24,000
 - Vimukthi (creditor) Rs. 2,500
 - Monthly Petty Cash imprest Rs. 2,000
 - The petty cashier received the imprest amount for the month of April 2017 on 2017.04.01.
 - The sum totals of the Petty cash payments made by the Petty cashier are given below:

	Rs.
• Entertainment expenses	265
• Stationery expenses	315
• Postage expenses	340
• Payment to Vimukthi	300
• Travel expenses	160

Required:

Post the transactions entered in the petty cash book as at 2017/04/30 to the ledger.

