PETTY CASH NEEDS ITS OWN RECORD.
RECORD INCOME & EXPENDITURE IN SUFFICIENT DETAILS FOR SOMEONE ELSE TO BE ABLE TO FOLLOW AND COMPLETE A FINANCE RETURN.
ALWAYS KEEP A RUNNING BALANCE AND REGULARLY AGREE TO CASH HELD
NOTE: TRANSACTIONS ENTERED WILL NOT AUTOMATICALLY POPULATE ON THE RETURN AND WILL NEED TO BE ADDED TO THE BOOK TAB

Date	Detail	Income	Expense	Balance
	Brought Forward Cash Balance			
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