POSTAGE AND PETTY CASH BOOK

SDS
YOUR PARTNER AT WORK

970032

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POSTAGE AND PETTY CASH BOOK

Department/Section .....

Date	Particulars	Statistics Letters	Statistics Packets	Amount Excluding GST $	Amount Excluding GST c	Amount of GST (if applicable) $	Amount of GST (if applicable) c	Total Amount $	Total Amount c	Initials
	Brought Forward...			$	c	$	c	$	c	
26/06/2013	[illegible]							[illegible]	[illegible]	RM
[illegible]	Petrol									[illegible]
4 6 [illegible]	[illegible]							[illegible]	[illegible]	KF
14/06/2013	Car Parking							15	[illegible]	KF
11/7/2013	Car Parking							12	[illegible]	KF
7/05/2013	Car Parking							[illegible]	[illegible]	KF
12/7/2013	Taxi fare							[illegible]	[illegible]	KF
27/06/2013	Newspapers							[illegible]	[illegible]	KF
15/06/2013	Newspapers							3	20	KF
16/06/2013	Newspapers							[illegible]	[illegible]	KF
12/07/2013	Newspapers							[illegible]	20	KF
14/07/2013	Newspapers							[illegible]	[illegible]	[illegible]
15/07/2013	Newspapers							5	00	KF
17/07/2013	Taxi fare							[illegible]	[illegible]	KF
17/07/2013	Parking							[illegible]	[illegible]	KF
14/7/2013	Taxi fare							43	25	KF
15/7/2013	phone charges							[illegible]	[illegible]	KF.
	Total Accts							281	60	KF
	Cash on Hand.							68	40	KF
	Prepared By Kirsten Forward (Forward)							350	00	KF
	Checked By Kylie Jacobson									
	Carried Forward...			$		$		$		

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Department/Section .....

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	$	c	$	c	$	c	
	Brought Forward...									
13/7	Newspapers							10	30	KF
~~13/7~~	~~Metro~~							~~2~~	~~80~~	~~KF~~
17/7	taxi fare							10	00	KF
17/7	Water for car								0	KF
17/7	Newspapers							1	10	KF
20/7	Car Parking							12	00	KF
3/7	Office Headphones							35	00	KF
5/7	[illegible]							26	30	KF
15/7	Stationery							4	00	KF
12/8	taxi fare							10	10	KF
12/8	Total Dockets							179	15	KF
	Cash on Hand							170	85	KF
								350	00	KF
	Carried Forward...			$		$		$		

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Department/Section .....

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets							
	Brought Forward...			$	c	$	c	$	c	
7/9	Parking Fee							15	00	KF
2/9	Parking Fee							15	00	KF
17/9	Parking Fee							15	00	KF
19	Compass							7	40	KF
27/8	Car cleaning							41	45	KF
27/8	Newspapers							21	00	KF
30/8	Car Parking							18	00	KF
28/8	Water for Car							8	00	KF
8/8	Parking Fee							15	00	KF
27/8	Taxi fare							20	00	KF
23/8	Total Dockets							213	10	KT
23/8	Cash on Hand							136	90	KT
	Carried Forward...			$		$		$		

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Department/Section .....

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets							
	Brought Forward...			$	c	$	c	$	c	
3/10/2013	Taxi fares							15	00	KF
3/10/2013	Taxi fares ✓							17	50	KF
3/10/2013	[illegible] Detectors ✓							[illegible]	00	KF
1/11/2013	Car Parking							12	00	KF
28/10/13	Car Parking							3	20	KF
28/10/13	Car Parking							6	00	KF
11/11/2013	Water for Car.							16	00	KF
11/11/2013	Newspapers / ICE							31	50	KF
11/11/2013	Newspapers.							21	90	KF
7/11/2013	Parking Fee							15	00	KF
28/11/13	Newspapers.							36	20	KF.
14/10	Parking Fee + taxi							32	50	KF
23/10	Petrol							20	65	KF
28/10	Car Parking							21	20	KF
10/10	Car Parking							13	00	KF
1/10	Parking							14	00	KF
	Carried Forward...			$		$		$		

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Department/Section .....

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets							
	Brought Forward...			$	c	$	c	$	c	
16/12/13	Parking fees							[illegible]	[illegible]	KF
16/12/13	Parking fee's							[illegible]	00	KF
16/12/13	Cab Charge.							[illegible]	65	KF
16/12/13	Cab Charge.							31	30	KF
15/12/13	Parking Fee							20	00	KF
16/12/13	Newspaper [illegible]							25	15	
28/11/13	Newspapers							[illegible]	20	KF
	Total dockets							304	30	KF
	Cash on Hand							145	70	KF
								550	00	KF
	Prepared By Kirsten Forward.									
	Carried Forward...			$		$		$		

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Department/Section .....

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets							
	Brought Forward...			$	c	$	c	$	c	
28/1/14	Newspapers + Water							44	90	KF ✓
16/1/14	2014 Diaries							22	71	KF ✓
29/1/14	Newspapers							6	70	KF ✓
5/2/14	Parking Fee							12	00	KF ✓
29/1/14	Newspapers							6	70	KF
11/2/14	Taxi fare							19	98	KF ✓
12/2/14	Taxi fare							28	75	KF ✓
	Water / Newspapers / Car Wash							45	90	KF ✓
25/2/14	Newspaper							1	20	KF ✓
12/12/14	Parking Fee							18	40	KF ✓
3/2/14	Blue Tak							7	90	KF
17/3/14	MILK							9	10	KF
3/3/14	Soap							5	50	KF
6/2/14	MILK							9	10	KF
19/3/14	Tea							7	95	KF
26/2/14	Tea and Milk							17	05	KF
28/1/14	Windscreen Wash							4	85	KF
6/2/14	Newspapers							20	40	KF
15/2/14	Tire Repair							35	00	KF
24/3/14	MILK and Sugar							6	90	KF
	Total of Dockets							330	99	KF
	Total Cash on Hand							19	00	KF
	Carried Forward...			$		$		$		

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Department/Section .....

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets							
	Brought Forward...			$	c	$	c	$	c	
2/5/14	Photocopying [illegible]		2/5/14					6	00	KF ✓
5/5/14	Newspapers							20	10	KF ✓
8/4/14	Parking Fees							[illegible]	[illegible]	KF ✓
11/4/14	Community Cabinet							40	54	KF ✓
10/4/14	Parking Fees							18	00	KF ✓
7/5/14	[illegible]		5/5/14					37	[illegible]	KF ✓
7/5/14	Bottle for Polar Bay			7/5/14				10	00	KF ✓
7/5/14	Parking Fees							15	00	KF ✓
								[redacted]		
9/5/14	taxi fare							16	10	KF
9/5/14	Dishwashing [illegible] / sugar							17	14	KF
20/5/14	Milk and Tea							37	45	KF
	Total Cash on Hand							333	25	KF
	Total number of Dockets							203	83	KF
	Carried Forward...			$		$		$		

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Department/Section Premiers

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets	$	c	$	c	$	c	
	Brought Forward...									
30/4/14	[illegible]							[illegible]		
1/5/14	[illegible] (1465)							[illegible]		
13/5/14	[illegible]							[illegible]		
14/5/14	[illegible]							[illegible]	10	
	Carried Forward...			$		$		$ 51	60	

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Department/Section .....

Date	Particulars	Statistics		Amount Excluding GST		Amount of GST (if applicable)		Total Amount		Initials
		Letters	Packets							
	Brought Forward...			$	c	$	c	$	c	
1/6	MILK							[illegible]	[illegible]	[illegible]
10/6	MILK							4	25	[illegible]
30/5	DISHWASHER [illegible]							23	50	[illegible]
20/5	MILK							9	10	[illegible]
12/6	CHRISTMAS - MAY'S EVENT							16	00	[illegible]
25/6	MILK							4	20	[illegible]
1/7	TOTAL DOCKETS							60	00	[illegible]
1/7	CASH ON HAND							289	20	[illegible]
	Prepared by Marge Whittaw									
	Checked by Rob Winter									
								60	00	[illegible]
								~~[illegible]~~		
	Carried Forward...			$		$		$ ~~[illegible]~~		[illegible]

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16/6/14

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