**Petty Cash Log**

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| --- | --- | --- | --- |
| **Date** | **Description** | **Amount** | **Running Total** |
| 1/4/19 | Opening Balance |  | £205.62 |
| 10/4/19 | Meeting Refreshments and Stationery | £41.83 | £163.79 |
| 23/4/19 | Postage | £0.70 | £163.09 |
| 25/4/19 | Meeting Refreshments | £6.00 | £157.09 |
| 29/4/19 | Meeting Refreshments | £13.77 | £143.32 |
| 29/4/19 | Folders | £6.00 | £137.32 |
| 2/5/19 | Coffee for Office | £4.50 | £132.82 |

**May Expenditure**

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| --- | --- | --- |
| **Date** | **Description** | **Amount** |
| 1/5/19 | Insurance costs 2019-2020 | £20366.40 |
| 1/5/19 | Internal Audit Fee | £4.50 |
| 1/5/19 | Credit card setup fee | £50.00 |
| 7/5/19 | Pensions April 2019 | £4615.29 |

**May Income**

|  |  |  |
| --- | --- | --- |
| **Date** | **Description** | **Amount** |
| 2/5/19 | Rental Income from Tenant | £625.00 |
| 2/5/19 | Rental Income from Tenant | £1562.50 |
| 2/5/19 | Market Income | £178.50 |
| 3/5/19 | CIL Income | £3435.71 |
| 8/5/19 | VAT Repayment | £62528.59 |
| 14/5/19 | Market Income | 204.50 |