**Petty cash log**

**Group: Unique Ref:**

**Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Description | Payment received£ | Payment made£ | Balance£ | Does your float need a top up? |
| Yes | No |
|  | **BAL BROUGHT FORWARD** |  |  |  |  |  |
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| **BAL TO BE BROUGHT FORWARD** |  |  |  |  |  |

**PLEASE NOTE: All fundraising or donations should be either:**

* **sent by cheque directly to PSPA, Margaret Powell House, 415a Midsummer Boulevard, Milton Keynes, MK9 3BN**

**or**

* **paid into Lloyds TSB, sort code: 30-92-92, account number: 00146718 - remember to ring 01327 322419 to let us know what the money is for**

The PSP Association is a company limited by guarantee.

Registered in England number: 2920581

Registered office: PSPA, Margaret Powell House, 415a Midsummer Boulevard, Milton Keynes, MK9 3BN

Registered charity numbers: England and Wales 1037087/Scotland SC041199