

## YEAR 9 C /F- Accounting

**WEEK 24 (February 7 - 11)**

**Teacher: Omana**

**Chapter: Books of original entry - Petty cash book**

**Learning Objective:**

- To understand the format of petty cash book and the method of posting entries to expenses accounts.

**Lesson Outcome:**

Students will be able to

- Draw the format of petty cash book, record the petty cash transactions and post entries to expenses accounts.

<b>Sunday 0 and 1<sup>st</sup> lessons</b> <b>Zoom</b>	<ul style="list-style-type: none"><li>• <b>Teacher input:</b> Teacher will explain the process of recording the transactions into the petty cash book. Format will be given.</li><li>• <b>Resources:</b> Work sheets from Edexcel IGCSE Accounting book and Business Accounting by Frank Wood &amp; Alan Sangster</li><li>• <b>Zoom Meeting details for DL</b> students – will be sent on Google classroom</li></ul>
<b>2<sup>nd</sup> Lesson GC</b>	<ul style="list-style-type: none"><li>• Questions on preparing petty cash book.</li></ul>