

# YEAR 9 B/F- Accounting

WEEK 25 (14<sup>th</sup> February- 18<sup>th</sup> February))

## 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.
- Explain petty cash imprest system

<b>Zero and 1<sup>st</sup> lessons</b> <b>Zoom</b>	<ul style="list-style-type: none"><li>• <b>Teacher Input and Activity :</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 students</b> – will be sent on Google classroom</li></ul>
<b>Sunday 2 lesson GC</b>	<ul style="list-style-type: none"><li>• Questions on preparing petty cash book</li></ul>