

YEAR 9 B/F- Accounting

WEEK 26 (21st February- 25th 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

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