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| --- | --- | --- | --- | --- |
| **Star River Resort – Marketing and Communications**  **Petty Cash** | | | | |
| **Date** | **Purpose** | **Cash**  **Addition** | **Amount Dispersed** | **Total**  **Available** |
| **January 1** | Cash on hand | $100.00 |  | **$100.00** |
| **January 2** | Stamps |  | 6.30 | **$93.70** |
| **January 2** | Tip/flower delivery |  | 2.50 | **$91.20** |
| **January 4** | Coffee supplies |  | 12.48 | **$78.72** |
| **January 10** | Stamps |  | 6.30 | **$72.42** |
| **January 15** | Cash addition | 39.58 |  | **$112.00** |
| **January 30** | Coffee supplies |  | 12.48 | **$99.52** |
|  |  |  |  |  |
| **January 31** | **Totals** | **$139.58** | **40.06** | **$99.52** |