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| 小口現金出納帳 | | | | | | | | | | | |
| 令和　　年　　月　　日〜令和　　年　　月　　日 | | | | | | | | | | | |
| 受入 | 月 | 日 | 摘要 | 支払 | 旅費交通費 | 消耗品費 | 通信費 | 水道光熱費 | 修繕費 | 飲食費 | 雑費 |
|  |  |  | 繰越分 |  |  |  |  |  |  |  |  |
|  |  |  | 補給分 |  |  |  |  |  |  |  |  |
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|  |  |  | 合計 |  |  |  |  |  |  |  |  |
|  |  |  | 繰越分 |  |  |  |  |  |  |  |  |

-- 記入例 --

|  |  |  |  |  |  |  |  |  |  |  |  |
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| 小口現金出納帳 | | | | | | | | | | | |
| 令和　6年　2月　6日〜令和　6年　2月　12日 | | | | | | | | | | | |
| 受入 | 月 | 日 | 摘要 | 支払 | 旅費交通費 | 消耗品費 | 通信費 | 水道光熱費 | 修繕費 | 飲食費 | 雑費 |
| 2,200 | 2 | 6 | 繰越分 |  |  |  |  |  |  |  |  |
| 28,000 |  | 6 | 補給分 |  |  |  |  |  |  |  |  |
|  |  | 6 | 筆記用具代 | 1,200 |  | 1,200 |  |  |  |  |  |
|  |  | 6 | タクシー代 | 2,820 | 2,820 |  |  |  |  |  |  |
|  |  | 7 | 接待用お菓子代 | 2,400 |  |  |  |  |  |  | 2,400 |
|  |  | 8 | 郵便切手購入 | 840 |  |  | 840 |  |  |  |  |
|  |  | 8 | コピー用紙 | 980 |  | 980 |  |  |  |  |  |
|  |  | 9 | 灯油代 | 3,630 |  |  |  | 3,630 |  |  |  |
|  |  | 10 | 営業車のパンク修理 | 12,000 |  |  |  |  | 12,000 |  |  |
|  |  | 10 | 会議でのお茶代 | 1,880 |  |  |  |  |  | 1,880 |  |
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|  |  |  | 合計 | 25,750 | 2,820 | 2,180 | 840 | 3,630 | 12,000 | 1,880 | 2,400 |
|  |  |  | 繰越分 | 4,450 |  |  |  |  |  |  |  |