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- 1**
- (a)** To record small cash payments
Removes small cash payments from the main cash book
Reduces the number of entries in the main cash book
Reduces the number of entries in the ledger
Allows the chief cashier to delegate some of the work
Provides training for any junior staff members
- Any 2 points (1) each** **[2]**
- (b)** Chief cashier knows exactly how much is spent in each month/can control expenditure of petty cash
The cash remaining and the vouchers received should equal the imprest
Can help reduce fraud
- Any 1 advantage (1)** **[1]**
- (c)** See following page **[12]**
- (d)** At the month end (1) the totals debited to postage account (1) **[2]**
- (e)** Cheques not presented
Amounts not credited
Cash book errors
- Any 2 items (1) each** **[2]**
- (f)** Standing orders
Direct debits
Credit transfers
Dishonoured cheques
Bank charges/interest
Bank errors
- Any 2 items (1) each** **[2]**
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