

Petty Cash Reconciliation - Sample #1

PETTY CASH RECONCILIATION

FROM: ___/___/___ TO: ___/___/___

BEGINNING CASH		\$		NOTES:
<i>List Expenditures</i>				
DATE	DESCRIPTION	G/L ACCOUNT	RECEIVED BY	\$ AMOUNT
TOTAL EXPENDITURES				\$
REMAINING PETTY CASH <i>(beginning cash minus total expended)</i>				\$
REPLENISHMENT: <i>Check #</i> _____ <i>Date:</i> _____				\$
REMAINING PETTY CASH <i>(beginning cash minus total expended)</i>				\$
ENDING CASH <i>(remaining petty cash + replenishment)</i>				\$

Attach Receipts as Documentation

Bookkeeper Signature

___/___/___
Date

Manager/Supervisor Signature

___/___/___
Date