

Petty Cash Reconciliation

What should a Petty Cash Reconciliation include:

- Custodian Name
- Department Name
- Amount of Petty Cash Fund
- Date of transactions
- Cash issued to employee
- Description of the item purchased, with business explanation
- Amount of Transaction
- Balance of Cash on Hand

Petty Cash Reconciliation				
Custodian Name: _____				
Dept name: _____				
*Amount of Petty Cash Fund: \$ _____ 500.00				
Date of Transaction	Cash issued to (list name of person):	Description of Transaction	Amount of Transaction	Cash on Hand
6/1/13	John Smith	Postage	\$ 25.00	\$ 475.00
6/8/13	Susy Jane	Office Supplies	\$ 20.00	\$ 455.00
6/13/13	Billy Bob	Taxi	\$ 25.00	\$ 430.00
6/15/13	Rich Jones	Gas	\$ 30.00	\$ 400.00
			Balance:	\$ 400.00

Key Examples of Petty Cash Policies and Procedures

KEY EXAMPLES OF PETTY CASH POLICIES AND PROCEDURES ARE AS FOLLOWS:

- Petty Cash Custodian is responsible for controlling, reconciling, and safeguarding the fund.
- All cash receipts and other applicable documents of the fund **MUST** be secured and safeguarded in a metal locking box and placed in a locked desk, locked cabinet or locked safe.
- Organizations should require all petty cash disbursements to be made with an authorized voucher slip that is properly filled out with all supporting documentation and receipts attached.
- Upon the approval of disbursements all Petty Cash Vouchers should be marked “PAID” on the Voucher and the recipient (requestor) must initial for acceptance of funds.
- All disbursed expenses are recorded by the Petty Cash Custodian in a Petty Cash Reconciliation Form for balance, accounting, and reconciliation purposes. This is to be stored within the lock box.
- Petty Cash Funds must be reimbursed in a timely manner.