Harbour Trading Ltd — Expense and Petty-Cash Register

Resource OF-XLS-002 · Version 1.0

Purpose

Record day-to-day business expenses and run a simple petty-cash float in one workbook. The Expense Log captures every expense payment method, receipt tracking and approval. The Petty Cash sheet tracks cash in and out of the float with a running balance. Th totals expenses by category and reconciles the float (opening float + cash in − cash out = closing balance).

How to use

1. Start on the Setup sheet: set your currency label, the petty-cash opening float, and who the float custodian is. Adjust categories, and approvers to fit your business.
2. On Expense Log, add one row per expense. Delete the EXAMPLE rows first, or overwrite them. Use the dropdowns for categor method, receipt and approved-by.
3. On Petty Cash, record every cash movement. The Balance column is a formula — do not type in it.
4. On Summary, compare the expected closing float with an actual cash count; any difference is flagged in red.
5. Grey cells are formulas — do not type in them. White cells are for your input.

Assumptions

- Dates use YYYY-MM-DD format.
- Amounts are in the currency label set on Setup (default PKR).
- Blank cells mean “not yet entered” — they are never treated as zero.

What this workbook is NOT

- Not an accounting system and not a substitute for proper bookkeeping.
- Not a tax solution — it calculates no tax and gives no tax advice.
- Not proof of expenditure on its own — keep your actual receipts; the “Receipt” column only tracks whether one is filed.
- A spreadsheet is not a secure database — do not store bank account numbers, passwords or other sensitive data here.

Notes

- “No” in the Receipt column is shown in red so missing receipts stand out.
- Category and approver dropdowns draw from the Setup lists — edit the lists on Setup to change them everywhere.

Version history: v1.0 (2026-10-31) — first release.

Setup — lists and settings

Workbook settings

Currency label	PKR	*Shown in column headings and the summary. Change to your currency (e.g. USD, EUR).*
Petty-cash opening float	20,000.00	*Cash placed in the float at the start of the period.*
Float custodian	**[Custodian name]**	*Person responsible for the float. Replace the token with their name.*

Expense categories

Rent
Salaries & wages
Utilities
Marketing & advertising
Office supplies
Travel & transport
Maintenance & repairs
Insurance
Professional fees
Taxes & licences
Miscellaneous

Payment methods

Cash
Bank transfer
Debit/credit card
Mobile wallet
Cheque

Approvers

[Approver 1]
[Approver 2]
[Approver 3]

Receipt options

Yes
No

To extend a list: type new items in the empty white cells directly below the list, then extend the matching named range (Formulas → Name Manager).

Expense Log

One row per expense. Rows marked EXAMPLE are illustrative — delete them before use. White cells are input; use the dropdowns where offered.

Date	Description	Category	Amount (PKR)	Payment method	Receipt	Approved by	Notes
2026-10-05	EXAMPLE — Office stationery	Office supplies	8,500.00	Cash	Yes	[Approver 1]	EXAMPLE row — delete before use
2026-10-12	EXAMPLE — Client lunch	Travel & transport	12,000.00	Debit/credit card	Yes	[Approver 2]	
2026-10-20	EXAMPLE — Internet bill	Utilities	6,500.00	Bank transfer	No	[Approver 1]	
2026-10-28	EXAMPLE — Printer toner	Office supplies	14,000.00	Cash	Yes	[Approver 3]	

Petty Cash

Record every cash movement in or out of the float. The Balance column is a formula — do not type in it. Rows marked EXAMPLE are illustrative — delete them before use.

Date	Description	Voucher no	Cash in (PKR)	Cash out (PKR)	Balance (PKR)	Notes
2026-10-01	EXAMPLE — Monthly float issued	PC-001	20,000.00		40,000.00	EXAMPLE row — delete before use
2026-10-03	EXAMPLE — Tea and refreshments	PC-002		1,500.00	38,500.00	
2026-10-10	EXAMPLE — Courier charges	PC-003		2,200.00	36,300.00	
2026-10-15	EXAMPLE — Float top-up	PC-004	10,000.00		46,300.00	

Summary

All amounts in PKR.

Expenses by category

Category	Total (PKR)	% of total
Rent	0.00	0.0%
Salaries & wages	0.00	0.0%
Utilities	6,500.00	15.9%
Marketing & advertising	0.00	0.0%
Office supplies	22,500.00	54.9%
Travel & transport	12,000.00	29.3%
Maintenance & repairs	0.00	0.0%
Insurance	0.00	0.0%
Professional fees	0.00	0.0%
Taxes & licences	0.00	0.0%
Miscellaneous	0.00	0.0%
TOTAL	41,000.00	

Petty-cash float reconciliation

Opening float	20,000.00
Total cash in	30,000.00
Total cash out	3,700.00
Expected closing balance	46,300.00
Actual cash counted (input)	
Difference	

Count the cash in the float and enter it above. Any difference from the expected closing balance is shov

Key figures

Expense transactions logged	4
Total expenses logged	41,000.00
Receipts attached	75%