[Company name]

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Petty Cash Log Sheet

Keeping petty cash auditable: every receipt and payment recorded with date, purpose, and balance, so the float always reconciles.

Document	Petty Cash Log Sheet
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Float details

Company	**[Company name]**
Custodian	**[Custodian name]**
Float amount	**[Float amount]**
Replenishment threshold	**[Replenishment threshold]**
Approver	**[Approver name]**
Period	**[Period]**

Cash received

Date	Received from	Amount	Receipt / ref	Received by

[Company name]

Date	Received from	Amount	Receipt / ref	Received by

Cash paid out

Date	Paid to	Purpose	Amount	Receipt no.	Approved by

Running balance

Date	Cash in	Cash out	Balance

Month-end reconciliation

Float amount	Cash counted	Receipts total	Cash + receipts	Difference (must be

[Company name]

[Float amount]	[Amount]	[Amount]	[Amount]	zero) [Amount]

Explained by	
Signed by custodian	[Custodian name]
Signed by approver	[Approver name]

Cash-handling rules

1. Every payment needs a receipt; no receipt, no reimbursement from the float.
2. Record every transaction the same day, with the receipt number.
3. Never borrow from the float for personal use, and never mix it with personal cash.
4. Replenish when the balance reaches **[Replenishment threshold]**, not when it runs out.
5. Count the float with a second person at month end; both sign the reconciliation above.

Checklist

Done	Check
	Every payment has a receipt number and an approver.
	The running balance is up to date after every transaction.
	Month-end reconciliation balances to zero, or the difference is explained and signed.