[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

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: _____ **Owner:** _____

Version: 2.0
Date: _____ **Review date:** _____

Float details
Company: _____ **Custodian:** _____
Float amount: _____
Replenishment threshold: _____
Approver: _____ **Period:** _____
Cash received

Date	Received from	Amount	Receipt / ref	Received by

Cash paid out

Date	Paid to	Purpose	Amount	Receipt no.	Approved by

Running balance

[Company name]

Date	Cash in	Cash out	Balance

Month-end reconciliation

Float amount: _____ **Cash counted:** _____

Receipts total: _____ **Cash + receipts:** _____

Difference (must be zero): _____

Explained by: _____ **Signed by custodian:** _____

Signed by approver: _____

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

[ ] 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.