Start Here - read this first

OF-XLS-PCL-BVA · Petty Cash Log · v1.0 (pilot)

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How this workbook works

Budget first: agree the monthly budget per category, then record spend. The Dashboard compares the two and flags over-budget categories.

What each sheet is for

Setup	The float amount, the custodian and approver, and the budget categories. Fill this in first.
Budget	The plan: one monthly budget figure per category, agreed with the approver.
Transactions	Record top-ups (Cash in) and spend (Cash out) with a category. Balance calculates itself.
Dashboard	Budget vs actual by category with variance flags, largest spend, key figures, and the month-end reconciliation.

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.

Before you close the month

	Monthly budget agreed with the approver before the period starts.
	Every spend recorded with its category the same day.
	Over-budget categories explained each month.
	Month-end count balances to zero, or the difference is explained and signed.

Document control

Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**
Company	**[Company name]**
Period	**[Period]**

[Company name]

Setup - float, people, categories

Float details

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

Budget categories

Edit this list - the Budget sheet and the Transactions dropdown use it. Type over a spare row to add your own.

Category
Travel
Meals & refreshments
Office supplies
Postage & courier
Maintenance & repairs
Other

[Company name]

Budget - plan the month’s float

Monthly budget by category

Agree these figures with [Approver name] before the period starts. The Dashboard compares them with actual spend.

Category	Monthly budget	Share of total	Notes
Travel			
Meals & refreshments			
Office supplies			
Postage & courier			
Maintenance & repairs			
Other			
Total			

[Company name]

Transactions - record the spend

Rows marked Example are samples - delete them before use. One row per cash movement: Cash in for float top-ups, Cash out for spend. Balance calculates itself. Amounts in [Currency].

Date	Type	Category	Description	Receipt no.	Amount	Balance	Initials
Example: 01 May 2026	Cash in		Example: monthly float received	TRF-000	1,000.00	1,000.00	[Initials]
Example: 05 May 2026	Cash out	Travel	Example: taxi fare	R-001	25.00	975.00	[Initials]
Example: 08 May 2026	Cash out	Office supplies	Example: printer paper	R-002	12.50	962.50	[Initials]

Date	Type	Category	Description	Receipt no.	Amount	Balance	Initials

[Company name]

Dashboard - budget vs actual

Key figures

Total monthly budget	**Total spent**
	37.50
Remaining	**Spend vs budget**

Budget vs actual by category

	Category	Budget	Actual	Variance	Status
	Travel		25.00	25.00	**Over budget**
	Meals & refreshments				
	Office supplies		12.50	12.50	**Over budget**
	Postage & courier				
	Maintenance & repairs				
	Other				

Largest spend categories

Rank	Category	Actual
1	Travel	25.00
2	Office supplies	12.50
3		

[Company name]

Dashboard - budget vs actual

Month-end reconciliation

Count the float with a second person at month end; both sign below.

Field	Entry
Book balance (auto)	962.50
Counted cash	
Receipts total (auto)	37.50
Cash + receipts (auto)	
Variance - counted vs book	
Status	
Explained by	
Signed by custodian	**[Custodian name]**
Signed by approver	**[Approver name]**
Count date	**[DD Month YYYY]**