Start Here - read this first

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

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What each sheet is for

Setup	The float amount, the custodian and approver, and the spend categories. Fill this in first; the category list feeds the dropdown on Transactions.
Transactions	One row per cash movement, in date order. Type and Category are dropdowns; Cash in, Cash out, Balance and Month calculate themselves.
Reconciliation	The month-end count: counted cash against the book balance, with the variance flagged and a sign-off.
Summary	Key figures plus cash out by month and category. Fills in itself.

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

	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.

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 and categories

Float details

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

Spend categories

Edit this list - the Category dropdown on the Transactions sheet uses it. Type over a spare row to add your own.

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

[Company name]

Transactions

Rows marked Example are samples - delete them before use. One row per cash movement, in date order. The grey cells calculate themselves; leave them alone. Amounts in [Currency].

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

Date	Type	Category	Description	Receipt no.	Amount	Cash in	Cash out	Balance	Month	Initials

[Company name]

Reconciliation - month-end count

Count vs book balance

Count the cash with a second person. Cash counted + receipts total must equal the float amount; any difference must be zero, or explained and signed below.

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

[Company name]

Summary - totals and monthly view

Key figures

Opening float

Total cash in
1,000.00

Total cash out
37.50

Book balance
962.50

Transactions recorded
0

Monthly cash out by category

Month	Travel	Meals & refreshments	Office supplies	Postage & courier	Maintenance & repairs	Other	Total
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Total							