[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. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Simple Petty Cash Log

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

COMPANY	CUSTODIAN	FLOAT AMOUNT	PERIOD
[Company name]	**[Custodian name]**	**[Float amount]**	**[Period]**

Transaction log

Date	Description	Receipt no.	Cash in	Cash out	Balance	Initials
Example: 05 May 2026	Example: taxi fare	R-001		25.00	975.00	**[Initials]**

*The row marked Example shows the format - delete it before use. Amounts in **[Currency]**.*

[Company name]

Reconciliation

Float amount	**[Float amount]**
Cash counted	
Receipts total	
Cash + receipts	
Difference (must be zero)	
Explained by	
Signed by custodian	**[Custodian name]**
Signed by approver	**[Approver name]**

Replenish the float when the balance reaches **[Replenishment threshold]** - approved by **[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.

Before you close the month

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.

Document control

Document	Simple Petty Cash Log
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	1.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**