

Petty Cash Sheet

Keep a small cash float straight: every movement on one line, a running balance down the page, and a count at the end that either matches or does not.

A cash book page for a small float: money in, money out, a running balance, and a reconciliation at the foot that says whether the cash in the tin matches the paper.

A RECORD, NOT ADVICE

This is a record sheet, not accounting advice. How cash has to be recorded, authorised and kept differs by country and by organisation — check what applies to yours and keep the receipts with the sheet.

Organisation / department Float held by Period from to Sheet no.

Date	Ref	Description	In	Out	Balance	Receipt	Signed
	voucher	what it was for, and who for	received	paid out	running	Y / N	

RECONCILIATION at the end of the period

Opening balance	Total in	Total out	Closing balance
Cash counted	Difference	Counted by	Date