

Organization Name
 Petty Cash Reconciliation

TEMPLATE

DATE:

Cash on Hand:

0 x	\$0.01	\$0.00
0	\$0.05	\$0.00
0	\$0.10	\$0.00
0	\$0.25	\$0.00
0	\$1.00	\$0.00
0	\$2.00	\$0.00
0	\$5.00	\$0.00
0	\$10.00	\$0.00
0	\$20.00	\$0.00
0	\$50.00	\$0.00

Total Cash on Hand:	<u>\$0.00</u>	<u>\$0.00</u>
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Invoices on Hand:

Date	Vendor	Description	Pre-Tax Amount	HST	Total
May 8/12			\$0.00	\$0.00	\$0.00
May 15/12			\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

Total Invoices on Hand:	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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TOTAL	\$0.00
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PETTY CASH CONTROL BALANCE	<u>\$200.00</u>
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CASH OVER (SHORT)	<u>-\$200.00</u>
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CASH REQUIREMENT (CHQ REQUEST AMOUNT)	<u>\$400.00</u>
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PREPARED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____