

# PETTY CASH BALANCE SHEET

(TO ACCOMPANY PETTY CASH LOG)

1. CASH BALANCE ON HAND	\$ _____ +
2. TOTAL OF ORIGINAL RECEIPTS (AMOUNT PAID OUT)	\$ _____ +
3. TOTAL OF OUTSTANDING PETTY CASH VOUCHERS (RECEIPTS/CASH NOT RETURNED TO YOU YET)	\$ _____ +
4. OUTSTANDING PETTY CASH REIMBURSEMENT REQUEST (MONIES NOT YET RECEIVED FROM A/P)	\$ _____ +
5. SUBTOTAL	\$ _____ =
6. TOTAL AUTHORIZED PETTY CASH (Beginning Balance)	\$ _____
7. CASH OVER / SHORT (SUBTRACT LINE 6 FROM LINE 5)	\$ _____
8. TOTAL PETTY CASH REIMBURSEMENT (ADD LINES 2 AND 7 FOR TOTAL)	\$ _____

1. Count and total all of the remaining cash on hand.
2. Total all the original receipts from the Petty Cash Vouchers/Petty Cash Log.
3. Total any outstanding Petty Cash Vouchers.
4. List any outstanding petty cash reimbursement requests, not yet received.
5. Total lines 1 through 4. This total should be the authorized total of your Petty Cash Fund (beginning balance). If not, list variance on line 7.
6. This is the amount of the original Petty Cash (beginning balance)
7. List any cash that is short or over. Include this on the Petty Cash reimbursement Check Request form. Subtract line 6 from line 5, this will show any variance.
8. The requested amount of your Petty Cash replenish, should be the amount paid out (2 + 3) plus or minus any overage/shortage.