

Petty Cash Reconciliation Document

Department / _____ Reconciliation Date: ____ / ____ / ____
Office: _____
Custodian _____ Petty Cash Fund _____
Name: _____ Amount: _____
Prepared By: _____ Reviewed By: _____

Petty Cash Expenses

Date	Voucher No.	Description	Amount	Remarks
____ / ____ / ____	_____	_____	₹ _____	_____
____ / ____ / ____	_____	_____	₹ _____	_____
Total Expenses			₹ _____	

Petty Cash Reconciliation

Petty Cash Fund as per books	₹ _____
Less: Total Expenses	₹ _____
Cash on Hand (actual count)	₹ _____
Over/(Short)	₹ _____

Petty Cash Custodian

Verified By

Approved By

Important Notes

- Ensure all petty cash expenses are supported by official receipts and vouchers.
- Always reconcile the petty cash fund at regular intervals (e.g., monthly).
- Cash on hand plus supporting documents must equal the fixed fund amount.
- Report any discrepancies (over or short) immediately to management.
- Proper authorization is required for replenishment and approval of expenses.