**Petty Cash Reconciliation Form**

|  |  |  |
| --- | --- | --- |
|  | Month: |  |
|  | Petty Cash Beginning Balance: | $ |
|  | Petty Cash Ending Balance: | $ |
|  | Difference: | $ |
|  | Date of Reconciliation: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Petty Cash Transactions** | | | |
| **Date** | **+/-** | **Amount** | **Description** |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

I certify that I have counted the petty cash and the information provided on this form is true and accurate.

|  |  |  |
| --- | --- | --- |
| Signature |  | Signature |
|  |  |  |
| Printed Name/Title |  | Printed Name/Title |