

# Monthly Petty Cash Log

For each cash receipt log; the number, date, description and amount, then keep a running cash balance for easy reconciliation.

| NO                                 | DATE | DESCRIPTION | AMOUNT | PETTY CASH BALANCE |
|------------------------------------|------|-------------|--------|--------------------|
| OPENING PETTY CASH BALANCE AMOUNT: |      |             |        |                    |
| 1                                  |      |             |        |                    |
| 2                                  |      |             |        |                    |
| 3                                  |      |             |        |                    |
| 4                                  |      |             |        |                    |
| 5                                  |      |             |        |                    |
| 6                                  |      |             |        |                    |
| 7                                  |      |             |        |                    |
| 8                                  |      |             |        |                    |
| 9                                  |      |             |        |                    |
| 10                                 |      |             |        |                    |
| 11                                 |      |             |        |                    |
| 12                                 |      |             |        |                    |
| 13                                 |      |             |        |                    |
| 14                                 |      |             |        |                    |
| 15                                 |      |             |        |                    |
| 16                                 |      |             |        |                    |
| 17                                 |      |             |        |                    |
| 18                                 |      |             |        |                    |
| 19                                 |      |             |        |                    |
| 20                                 |      |             |        |                    |
| CLOSING PETTY CASH BALANCE AMOUNT: |      |             |        |                    |