

Petty cash reconciliation

All records

CASH IN THE FLOAT
\$473.55
opening float \$300.00 + every transaction — the filter does not change this

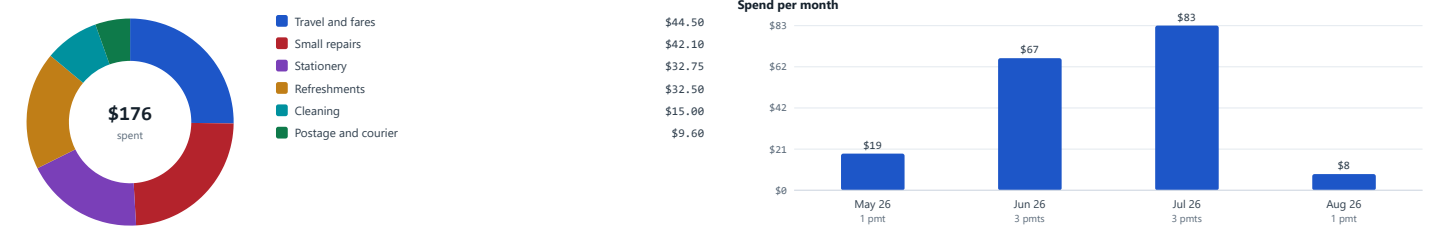
FLOAT STATUS
OK
\$398.55 above your warning level of \$75.00

SPENT IN THIS FILTER
\$176.45
8 payments, expenses and reimbursements

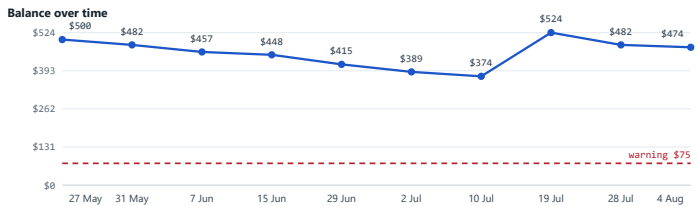
TOP-UPS IN THIS FILTER
\$350.00
2 top-ups

MISSING RECEIPTS
2
\$47.75 paid out above \$10.00 with no receipt

10 of 10 record(s) included. All records. Amounts in USD.



Where the cash actually goes. Top-ups are money in, so they are not part of this chart. Where the cash actually goes. Top-ups are money in, so they are not part of this chart.



The cash the tin should hold after each day with a transaction. This line always uses every record and the opening float from Settings, because a balance computed from a filtered slice would be wrong. The cash the tin should hold after each day with a transaction. This line always uses every record and the opening float from Settings, because a balance computed from a filtered slice would be wrong.

Reconciliation summary

LINE	AMOUNT	NOTE
Opening float	\$300.00	From the Settings tab — check it against how this book was started
Total top-ups (money in)	\$350.00	2 top-up(s)
Total expenses (money out)	\$150.45	7 payment(s)
Total reimbursements (money out)	\$26.00	1 payment(s)
Closing balance the tin should hold	\$473.55	Count the cash and compare — investigate any difference

Payments missing a receipt

DATE	DESCRIPTION	CATEGORY	PAID TO	AMOUNT	APPROVED BY
2026-06-29	Printer paper and whiteboard markers	Stationery	OfficeMart	\$32.75	M. Okafor
2026-07-10	Window cleaner — monthly visit	Cleaning	ClearView Cleaning	\$15.00	not recorded
Total				\$47.75	

Petty cash book

DATE	TYPE	DESCRIPTION	CATEGORY	AMOUNT	PAID TO / BY	APPROVED	IN / OUT	RECEIPT
2026-05-27	Top-up	Float topped up from the office account	Other	\$200.00	Office current account	S. Bailey	\$200.00	n/a

DATE	TYPE	DESCRIPTION	CATEGORY	AMOUNT	PAID TO / BY	APPROVED	IN / OUT	RECEIPT
2026-05-31	Expense	Taxi to collect replacement office keys	Travel	\$18.50	City Cabs	S. Bailey	-\$18.50	Held
2026-06-07	Expense	Tea, coffee and milk for the kitchen	Refreshments	\$24.30	Corner Grocery	S. Bailey	-\$24.30	Held
2026-06-15	Expense	Recorded delivery of contract documents	Postage	\$9.60	Post office counter	M. Okafor	-\$9.60	Held
2026-06-29	Expense	Printer paper and whiteboard markers	Stationery	\$32.75	OfficeMart	M. Okafor	-\$32.75	Missing
2026-07-02	Reimburse	Bus fares for three site visits, reimbursed in cash	Travel	\$26.00	L. Ferreira	S. Bailey	-\$26.00	Held
2026-07-10	Expense	Window cleaner — monthly visit	Cleaning	\$15.00	ClearView Cleaning	—	-\$15.00	Missing
2026-07-19	Top-up	Float topped up from the office account	Other	\$150.00	Office current account	S. Bailey	\$150.00	n/a
2026-07-28	Expense	Replacement door closer and screws	Repairs	\$42.10	Harbour Hardware	M. Okafor	-\$42.10	Held
2026-08-04	Expense	Biscuits for the client meeting	Refreshments	\$8.20	Corner Grocery	S. Bailey	-\$8.20	Not required

Notes

Sample book — replace every entry with your own, and set the opening float to the cash your tin actually started with, before relying on any balance shown.

This is a record-keeping and arithmetic aid, not an accounting system and not tax or accounting advice. The balance it shows is the opening float plus every transaction entered — it is only right if the opening float is right and every movement of cash has been recorded. It cannot see the cash tin: count the cash regularly and investigate any difference. Whether petty cash records, receipts and approvals are adequate for your tax authority or auditor differs by country — keep the receipts themselves either way.