

Year End Petty Cash Reconciliation

Location: _____ Date: _____

Beginning Petty Cash Amount: \$ _____

Less the Total Receipts

Listed below: \$ _____

Equals amount of remaining

Petty Cash deposited: \$ _____

Cash Receipts entered FY _____

GL Account #	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Receipts: \$ _____

Instructions:

1. Fill out the reconciliation above then attach the receipts and petty cash vouchers to this form.
2. **Do not** make any cash receipt entries in KeyNet.
3. Return to Tiffany Banks at ASC. These expenses will be entered via JE by the Finance Department. There is nothing for you to enter in KeyNet.