

# W.O. Mitchell School Council

<h2>PETTY CASH RECONCILIATION</h2>
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PETTY CASH CUSTODIAN: \_\_\_\_\_

RECONCILIATION DATE: \_\_\_\_\_

PETTY CASH STARTING BALANCE \$ \_\_\_\_\_

RECEIPTS ON HAND: LOG FROM: \_\_\_\_\_ TO \_\_\_\_\_ NET \$ \_\_\_\_\_

LOG FROM: \_\_\_\_\_ TO \_\_\_\_\_ NET \$ \_\_\_\_\_

LOG FROM: \_\_\_\_\_ TO \_\_\_\_\_ NET \$ \_\_\_\_\_

LOG FROM: \_\_\_\_\_ TO \_\_\_\_\_ NET \$ \_\_\_\_\_

LOG FROM: \_\_\_\_\_ TO \_\_\_\_\_ NET \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

CASH ON HAND: CASH \$ \_\_\_\_\_

COINS \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

DIFFERENCE: \$ \_\_\_\_\_

*(Difference should = 0)*

CASH ON HAND > \$100 → DEPOSIT AMOUNT EQUALS TO CASH ON HAND LESS \$100: \$ \_\_\_\_\_

CASH ON HAND < \$100 → REPLENISHMENT AMOUNT EQUALS TO \$100 LESS CASH ON HAND: \$ \_\_\_\_\_

RECONCILED BY: \_\_\_\_\_

REPLENISHMENT CHEQUE NO.: \_\_\_\_\_