



# Petty Cash: Petty Cash Log

*Frances P Robinson*

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## **Petty Cash: Petty Cash Log** Frances P Robinson

Having trouble keeping track of Petty Cash in your business? This convenient petty cash log can help keep track of this cash flow. At the top of the log sheet enter for the Reporting Period the Date Range and Balance. The main log has place to enter: -Date -Voucher# -Account -Account# -Payee -Approved By -Total -Balance At the page bottom enter the following: -Audited By -Approved By -Total Voucher Amount -Total Receipts -Cash on Hand -Overage/Shortage -Petty Cash Reimbursement -Balance Forward The Petty Cash Log should help track the flow of funds. (Enough pages for one full year if you track data weekly.)

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