

## Cash Reconciliation

**Authorized Petty Cash/Change Fund Balance**

\*\*Total Cash on Hand plus Total Disbursed must be equal to Authorized Petty Cash/Change Fund Balance \*\*

**Cash on Hand**

**Bills:**    Count    Amount

\$1		
\$5		
\$10		
\$20		
\$50		
\$100		

**Coins:**        Count    Amount

pennies		
nickels		
dimes		
quarters		
half dollar		
dollars		

**Total Cash on Hand**

Bills	
Coins	
Total Cash on Hand	

**Vouchers/Invoices/Receipts**

Date	Description	GL Account#	Amount
		Total Disbursed	

Counted by & date: \_\_\_\_\_

Custodian & date: \_\_\_\_\_