

Petty Cash Reconciliation

Step 1: Count remaining Petty Cash

Currency:\$

Coin:

Total\$

Step 2: Amount to be replenished

Original Petty Cash Amount\$

Subtract: Total from Step 1

Amount needed for Replenishment

Accounting Entry for bill:

General Ledger Account Number	Amount	Description
	\$	

Total of Expenses (must match Step 2 replenish)\$