PETTY CASH/CHANGE FUND RECONCILIATION

Department: _____ Date: _____

Petty Cash

Change Fund Authorized Amount: _____

Checks (Total) $ _____

Cash on Hand

Currency

Count	Denomination	Value
_____	100.00	$ _____
_____	50.00	$ _____
_____	20.00	$ _____
_____	10.00	$ _____
_____	5.00	$ _____
_____	1.00	$ _____

Count	Loose Coins	
_____	0.50	$ _____
_____	0.25	$ _____
_____	0.10	$ _____
_____	0.05	$ _____
_____	0.01	$ _____

Count	Rolled Coins	
_____	0.50	$ _____
_____	0.25	$ _____
_____	0.10	$ _____
_____	0.05	$ _____
_____	0.01	$ _____

Cash Subtotal $ _____

Cash & Checks $ _____

Receipts:

VENDOR	AMOUNT
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$

Receipt Subtotal $ _____

TOTAL CASH/RECEIPTS	$
AUTHORIZED AMOUNT	$
Variance	$