PETTY CASH FUND RECONCILIATION

Department: ________________________________
Location: ________________________________
Statement Period: ____________ to ____________
Fund Account Number: ________________________________

Ending Bank Balance per Statement* $ __________

Less: Interest Earned (Month/Year) $ __________
Less: Outstanding Checks ** $ __________
Plus: Deposits in Transit ** $ __________

Adjusted Bank Balance = Register Balance $ __________

Claims for Reimbursement in Process ** $ __________
Unsubmitted Claims ** $ __________

FUND BALANCE $ __________

* Please attach a copy of your bank statement for this period.
** Please attach a detailed list of these items.

“As fund custodian, I recognize that I am personally responsible for the full amount of the fund entrusted to me and certify this amount is currently represented by either bank funds, cash on hand, receipts for reimbursement, or signed vouchers.”

Custodian Name (Please print or type)

Signature of Custodian ____________________________ Date ____________