Forum Name or Logo?

**Event Petty Cash Record**

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| Event Date and name |  |
| Name of people responsible for petty cash |  |
| a. Amount of Cash handed over  People responsible must sign here to agree that they have counted and accepted responsibility for the cash |  |
| b. Amount of Cash at the end of the day  This must be counted and verified by two people – they must sign to agree the total cash left at the end of the day |  |
| c. Total of expenses paid for by cash – they can only be paid for with a receipt or copy of it or mileage to and from the venue and expenses claim for signed by the recipient to say they have been paid in cash  This total should be verified with the total of signed expenses claim forms |  |
| d. Total Cash donations (if any) |  |
| e. Total Cash from sales (if any) |  |
| f. Total of a. plus d and e, minus c  This should be the same as b |  |
| Difference between b and f if any – there’s shouldn’t be any difference between these two totals but if there is note it here and discuss with the treasurer. |  |
| Treasurer to count the petty cash handed over and sign here. |  |