Petty Cash Imprest Fund Reconciliation

1. Total cash on hand (coins and currency): $ ________________

2. Expenditure receipts on hand: __________________________

3. Voucher(s) in transit: __________________________

4. Cash advances: __________________________

5. Overage / Shortage: * __________________________

6. Total: $ ________________

Reconciled by: __________________________
                Signature  Date

Verified by: __________________________
                Signature  Date

* Procedure for fund overage or shortage:

1. If amount is $25 or more, notify the Office of Internal Audit immediately.

2. Overage: Deposit the overage, annotate the deposit slip to reflect the overage, and attach a copy of the deposit slip to this reconciliation.

3. Shortage: Prepare a voucher for the shortage, annotate the voucher to reflect the shortage, and attach a copy of the processed voucher to this reconciliation.