Petty cash log

Write the opening balance first, then one line for every payment out or top-up in. Number each receipt and keep it in the tin; if there is no receipt, write “No receipt” in the receipt box and explain in the reason. Work out the balance after every line. At the end of the period, count the cash and complete the box at the bottom. The VAT column is optional.

Business name	Period (from – to)	Float amount (£)	Cash held by	Opening balance (£)

Petty cash ledger

Date	Receipt no.	Paid to / received from	Reason	Cash in (£)	Cash out (£)	VAT (£) (optional)	Balance (£)	Initials

Cash count at end of period

Cash counted (£)	Balance per log (£)	Difference (£)	Top-up to restore float (£)	Counted by (signature) and date

Explain any difference here: _____

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