

5-4 WORK TOGETHER, p. 146

Establishing and replenishing a petty cash fund

1. PETTY CASH REPORT

Date: _____ Custodian: _____

Explanation		Reconciliation	Replenish Amount
Fund Total	_____		
Payments:	_____		

Less:	Total payments	_____ →	
Equals:	Recorded amount on hand	_____	
Less:	Actual amount on hand	_____	
Equals:	Cash short (over)	_____ →	
Amount to Replenish			_____

2.

GENERAL JOURNAL

PAGE

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	DEBIT		CREDIT		
1								1
2								2
29								29
30								30
31								31
32								32

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