Petty cash log template

Cash plus receipts should always equal the fund amount.

Business name _____ **Fund amount** _____

Custodian _____ **Month** _____

DATE	RECEIPT NO.	PAID TO	PURPOSE	CASH IN	CASH OUT	BALANCE
Total						

_____ _____

Counted by and date Checked by and date

Fillable PDF: click a cell to type, then save or print. Shaded cells are totals. The Excel version on eminenttax.com adds them up for you.

General information, not tax advice for your situation.