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| --- |
| Petty Cash Statement |
| Cash Expenses (Part 1) |  | **Balance Details (Part 2)** |  |
| Cash Month: |  | Date of Preparation: |  |
| Total number of Transactions: |  | Receipt # |  |
| Financial Year: |  | Submitted by: |  |
| Total Expenses: |   | **Closing Balance:** |   |
| Change Paid In/Out (a) – (b) |  |
| Purpose of Preparing this statement: |
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| CASH RECEIVED BY: | Account code |
|  |  |
| Special Notes to Account: |
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|  |
|  |
| Signature |   | Authorized Signature |   |