

Petty Cash End-of-Day Balancing Sheet

Date

Prepared By

Cashier

Receipts & Expenses

No.	Description	Reference	Amount Received	Amount Spent
1				
2				
3				
4				
5				
Total				

Opening Balance

Total Receipts

Total Spent

Closing Balance

Remarks

Petty Cashier Signature

Supervisor Signature

Manager Signature