

PETTY CASH YEAR-END RECONCILIATION
SCHOOL-BASED
FISCAL YEAR: _____

School: _____

Outstanding Petty Cash Claim _____

Plus amount remitted to Divisional Office _____

Amount retained in bank
(for bank charges & summer expenses) _____

TOTAL PETTY CASH: _____

Bank Balance _____

Less outstanding cheques _____

Plus outstanding deposits (incl. o/s claim) _____

ADJUSTED BANK BALANCE: _____

Date: _____

Principal's Signature