Vanderbilt University Finance

Petty Cash/Change Fund/Subject Participation Reconciliation Worksheet

Date: ______________

Department: __________________________

Reconciliation:

A. Cash amount $_________________

B. Receipts $_______________ (for Petty Cash fund only)

C. Total (a + b) $_______________

D. Imprest Amount $_______________

E. Difference (c - d) $_______________ (Provide explanation, if difference does not equal zero)

F) Signature of Custodian ____________________ Date_________________

G) Financial Unit Manager: __________________________ Date_________________

H) Business Entity Approver: __________________________ Date_________________

Instructions for: Petty Cash/Change Fund/Subject Participation Reconciliation Worksheet

The purpose of this form is to assist the Custodian in determining whether the petty cash or change fund is in balance. This is performed through a reconciliation process. Use this form to reconcile the petty cash and change fund. Maintain the completed form at the department.

Line A) Count the currency remaining in the fund and input dollar amount counted.

Line B) Total the dollar amount of receipts and input this amount on line b. Note that this line pertains to the Petty Cash fund only. Purchases from a Change Fund are prohibited.

Line C) Total lines A and B and input the sum on line C.

Line D) Input original amount advanced, that is, the fixed amount that the fund is replenished to when a check request is submitted.

Line E) Subtract line C from line D. If this line has a zero, then the fund is in balance. If this line has an amount other than zero, then the account is not in balance. If the account is not in balance, attach a memo explaining why a difference exists.

Line F) Custodian must sign and date worksheet.

Line G) Financial Unit Manager must sign and date worksheet.

Line H) Business Entity approver must sign and date worksheet.