

# 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 \_\_\_\_\_

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### 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 Manger must sign and date worksheet.

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