

Knoxville's Community Development Corporation
Petty Cash Reconciliation Sheet

Location/Dept. _____

TOTAL FUND _____ Date of Count _____

CASH ON HAND		TRANSACTION SUMMARY				Accounting Use Only Acct. or Dept.
Currency	Amount	Voucher No.	Date	Item	Amount	
\$100 Bills						
\$20 Bills						
\$10 Bills						
\$5 Bills						
\$1 Bills						
Coins						
0.50						
0.25						
0.10						
0.05						
0.01						
Total Cash						
Summary	Amount					
Total Cash						
Total Vouchers						
Total in Box						
Total Fund						
Difference						
Accounting Use Only						
		TOTAL				

OVERAGE
SHORTAGE
THIS RECONCILIATION COVERS PERIOD
FROM _____ TO _____

(Signature) Disbursing Agent

(Signature) Fund Custodian