

SCHEME : _____

PETTY CASH FOR THE PERIOD : **MONTH** _____

SHEET No _____

DATE	DETAILS	CAS. WAGES	CLEANING	GARDENING	GEN REPAIRS	ELEC. ITEMS	PAINTING	PRINT & STAT.				
TOTAL												

PETTY CASH FLOAT R _____

LESS: TOTAL TRANSACTIONS FOR THIS MONTH TO BE REFUNDED BY BELLBUOY R(_____) **

CASH ON HAND AT END OF THIS MONTH R _____

PETTY CASH FLOAT to be carried forward R _____

REIMBURSEMENT CHEQUE AMOUNT R _____ ** same as above

Scheme	
Payee	
Allocate	As above
Amount	
Auth date	
Auth by	
Date paid	
Chq No	
File P/Cash	

NOTE:

1. In details column insert to whom paid (eg for Wages - employees name) or from whom bought (eg Pick 'n Pay).
2. If costs do not fall into headed columns, use blank columns and insert a heading.
3. Vouchers must be attached to this analysis sheet.

* To be completed by Bellbuoy.

NAME OF PETTY CASH HOLDER _____ DATE: _____
Please Print

AUTHORISED BY: _____ DATE: _____
Please Sign