

Vanderbilt University Finance

Petty Cash/Change Fund Reconciliation Instructions

Purpose: 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.

Instructions:

- 1) Read the Petty Cash Policy and Procedures located at <https://finance.vanderbilt.edu/policies/index.php>
- 2) Count the currency remaining in the fund and input dollar amount counted on line A.
- 3) 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.
- 4) Total lines A and B and input the sum on line C.
- 5) Input the original fund amount advanced on line D. That is the fixed amount that the fund is replenished to when a check request is submitted.
- 6) Calculate the difference between total cash and receipts on hand and the original fund amount by subtracting line C from line D. If the difference is zero, then the fund is in balance. If the difference is 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.
- 7) Obtain signatures from the Custodian, Financial Unit Manager and Business Entity Approver.

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Petty Cash/Change Fund 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)

Explanation of difference:

Signatures

Custodian _____ Date _____

Financial Unit Manager: _____ Date _____

H) Business Entity Approver: _____ Date _____
