

INFO DESK PETTY CASH LOG

Cash on Hand at Beginning..... a)

Receipts:

Description #1: b)	Description #2:	Description #3:	Event:	
Amount ea.	Amount ea. \$	Amount ea. \$	Amount ea.	
c)			d) Name:	Amount Paid:
Total:	e)	e)	e)	e)

Instructions:

a) Count the petty cash handed to you and record the amount.

b) Fill in the Description for each item money is being collected for.

c) Indicate each amount you have received. Example, if a journal is for \$15 and a person pays \$20 and you give \$5 change, you only need indicate \$15 has been received.

d) Where money is collected for an event, names **MUST** be recorded as well.

e) Add up each column for total received under each Description.

f) Add up all the columns and enter the total in "Total Cash Receipts".

g) Add "Cash at Beginning" plus "Total Cash Receipts" to give you "Cash on Hand". Count the money this is what you should now have.

○ Place all the petty cash money in the blue petty cash bag and into the Late Tithes box, along with this Log.

○ Return the empty petty cash tin to the "Info Desk" tray in Ps Joel's office.

Details

Name: _____

/ /

Total Cash Receipts f)

Cash on Hand at End \$ g)