

# Petty Cash Reconciliation Statement

Accounts Petty cash

GL Code

Date

06-Feb-2025

Description	Doc #	Amount - QAR	Remarks
Petty Cash Float	-	27,000.00	
Balance as per Ledger as on 06-Feb-2025	-	23,578.00	
Pay out		3,422.00	
<b>Schedule # 1 - Unreimbursed Bills in Hand</b>			
Bills pending - to be claimed		3,422.00	
<b>Total of Schedule # 1</b>		<b>3,422.00</b>	
Difference - 1 (Between Pay Out and Schedule 1)		-	
<b>Cash &amp; Cheque under Signature</b>			
Cheque Under Signature / to be realised - 1	7103	6,974.00	Cheque Dated 02-Feb-2025
Cheque Under Signature / to be realised - 2	7119	6,344.00	Cheque Dated 03-Feb-2025
Cheque Under Signature / to be realised - 3	7150	7,425.00	Cheque Dated 06-Feb-2025
Cheque Under Signature / to be realised - 4		-	
Cheque Under Signature / to be realised - 5		-	
		<b>20,743.00</b>	
Bills Not Accounted if any		-	
Physical Cash to be in Hand		2,835.00	
Actual Physical Cash in Hand		2,835.00	
Difference - 2 - (Cash difference)		-	
<b>Reason for Difference if Any</b>			

Prepared By

Verified By

Reviewed By

Noted By

Zi  
06 FEB 2025  
Accountant

Asst Manager Finance

Manager Finance

General Manager

\*Finance Manger Review Required only if there is difference (Difference 1 or 2)

\*\* General Manger Notification and subsequent escalation is required only if there is Cash Shortage