

Petty Cash Reconciliation Statement

Petty cash

GL Code

Date

23-Dec-2025

Description	Doc #	Amount - QAR	Remarks
Petty Cash Float	-	26,500.00	
Balance as per Ledger as on 23-Dec-2025	-	19,790.00	
Pay out		6,710.00	
Schedule # 1 - Unreimbursed Bills in Hand			
Bills pending - to be claimed		6,710.00	
Total of Schedule # 1		6,710.00	
Difference - 1 (Between Pay Out and Schedule 1)			
Cash & Cheque under Signature	Cheque Number		
Cheque Under Signature / to be realised - 1	8493	9,813.75	Cheque Dated 23-Dec-2025
Cheque Under Signature / to be realised - 2		-	
Cheque Under Signature / to be realised - 3		-	
Cheque Under Signature / to be realised - 4		-	
Cheque Under Signature / to be realised - 5		-	
		9,813.75	
Bills Not Accounted if any		-	
Physical Cash to be in Hand		9,976.25	
Actual Physical Cash in Hand		9,976.25	
Difference - 2 - (Cash difference)			
Reason for Difference if Any			

Prepared By

Verified By

Reviewed By

Noted By

Zi
23 DEC 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