

# PETTY CASH CHECKING CHECK REGISTER SPREADSHEET

## Original Setup

1. Please complete the Petty Cash Check Register for the month of July. This information will flow to the remaining sheets. Please put in:  
Top: Reconciled Balance Forward  
Bottom: Bank Account Number, Petty Cash Custodian, Building/Department Name & #, and Date Reconciled.
2. The building administrator/principal is the authorized check signer.

## Monthly Transaction Entry

1. Verify the reconciled running balance is correct from the last reconciliation submitted for reimbursement in Column I next to Reconciled Balance Forward.
2. Enter checks as they are written including: Date, Budget Number, Vendor Number, Payee, Purpose/Group, Check Number, and Check Amount. A running balance will calculate.
3. When the previous reimbursement is emailed back as processed, enter the replenishment including: date, replenishment received as the payee, and the amount in the Replenish Amount column. A running balance will calculate.
4. All activity should be listed in chronological order to receive an accurate running balance.
5. Your principal might find it helpful to keep the check register that comes with your checkbook up to date as well.
6. A "PC Request" form must be completed and original receipts attached to it.
7. If a vendor is not in Keystone, send an "In-District Vendor Request" form to Judy Luce @ CO.

Submit the Reconciliation for Reimbursement.

1. Print the worksheet.
2. The petty cash custodian must sign and date the worksheet.
3. The administrator/principal must sign and date the worksheet.
4. Attach original invoices attached to a PC Request Form behind the PC Check Register worksheet as the reimbursement package.
5. Keep a photocopy and forward all originals to the Business Office for processing the reimbursement between the 1<sup>st</sup> & 4<sup>th</sup> of each month.
6. CO will reconcile your PC checking account & verify your check register total. When it is processed and money transferred to your account, a copy will be emailed for confirmation.

Yearend Procedure

1. Complete all Petty Cash Check Registers thru June. A new Petty Cash Register spreadsheet will be sent to you around the 1st of July.

MORE THAN ONE EXPENSE LINE FOR A CHECK								
ENTER Date	ENTER Budget Number	ENTER Vendor #	ENTER Payee	ENTER Purpose/Group	ENTER Check#	ENTER Check Amt	ENTER Replenish Amount	Running Balance
	<i>Reconciled Balance Forward</i>							\$500.00
05/31/12	17-1421-6411-160-0032-9999		Stephen Ware	Stamps	See Below	\$1.00		\$499.00
05/31/12	10-1151-6361-160-0000-0000		Stephen Ware	Stamps	See Below	\$5.00		\$494.00
05/31/12	17-1421-6411-160-0000-0852		Stephen Ware	Stamps Total \$12.00	1968	\$6.00		\$488.00

