



North Glenora Community League

**Petty Cash Reconciliation Form
CLOSE OFF**

- Close off for Specific Event:** _____
- Close off Reimbursable Float for:** _____
- Coin Float for:** _____

Period Covered:	
FROM:	TO:

Beginning Petty Cash Float Amount:

Expenditures Description: (attach all receipts)	Amount
TOTAL EXPENDITURES:	
REMAINING PETTY CASH (BEGINNING CASH <i>MINUS</i> TOTAL EXPENDED)	
Must Equal amount of Original Petty Cash Float Please claim any overage owing to use with a Request for Reimbursement	

Submitted by

DATE

Received by NGCL Treasurer

DATE

- 1) THIS FORM IS USED TO CLOSE OFF YOUR ACCOUNT ONLY. Receipts and Cash returns must equal the amount of your original petty cash float.
- 2) Use this form when **you have received** a petty cash advance to purchase items for a specific event or when you are returning a standing float you are no longer responsible for because your position has changed.
- 3) To top up your Petty Cash Fund – Please use the Petty Cash Reconciliation – Top Up form .
- 4) For Concession Sales – Please use the Reconciliation for Concession Sales Form
- 5) For Profit making events – Please use the Submission of Sales Receipts as well as this form if required.