



North Glenora Community League

FLOAT TOP UP FORM

TOP UP Reimbursable Float for: _____

Amount of Petty Cash Float Originally Issued: \$_____

Period Covered:	
FROM:	TO:
Expenditures Description: (attach all receipts)	Amount
TOTAL EXPENDITURES: Amount to be reimbursed to top up the petty cash float Total of all the receipts listed and attached	
Amount of PETTY CASH still on hand (Should equal the beginning petty cash float <i>MINUS</i> total expenditures)	
These two lines added together must Equal amount of Original Petty Cash Float	

Submitted by

DATE

Received by NGCL Treasurer

DATE

- 1) THIS FORM IS USED TO TOP UP YOUR ACCOUNT ONLY. Receipts and Cash you have on hand must equal the amount of your original petty cash float.
- 2) Use this form when **you have received** a petty cash float to use for ongoing committee expense on behalf of the NGCL and have enough receipts to request a top up to your float.
- 3) To Close Off your Petty Cash Fund – Please use the Petty Cash Reconciliation (Close Off) 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.