HO Petty Cash Reconciliation Template

HiFlex Physio

Date	Top ups (Deposits)	Supplier	Taxi, bus, train etc	GST (Confirm this amount)	Petrol, tolls, etc	GST (Confirm this amount)	Office Supplies (Food Costs)	GST (Confirm this amount)	Office Supplies (Stationery, etc)	GST (Confirm this amount)	Entertainment	GST (Confirm this amount)	Sundries	GST (Confirm this amount)	Balance
Petty Cash Balance Brought Forward from previous Worksheet															
Total															
Total GST Paid															
Total for Taxi, bus Train, etc															