# Petty cash *log*

Kiira

One tin, one page. Log it when the money moves, count the tin when the week ends.

KIIRA.MY/EN/TEMPLATES/PETTY-CASH-LOG

MONTH _____ OPENING FLOAT (RM) _____ KEPT BY _____

| DATE | DETAILS | RECEIPT / REF NO. | IN (RM) | OUT (RM) | BALANCE (RM) |
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| | | TOTALS | | | |

✓ **The Friday check:** count the tin. Cash in hand plus receipts kept should equal the last balance on this page. If it is short, write the difference on its own line and start next week clean.