Petty cash log template

1. Start with the float you put in the tin, entered as Received with the category Float top-up.
2. Give every payment a voucher number and write that number on its receipt.
3. If you're VAT-registered, enter the VAT shown on a valid VAT receipt so it can be reclaimed.
4. Count the cash against the Balance column at least monthly, and before every top-up.
5. Top the float back up from the bank and record the top-up in both this log and the cash book.

Date	Voucher number	Paid to or received from	Description	Category	Received	Paid out	VAT included	Balance	Receipt kept

Date	Voucher number	Paid to or received from	Description	Category	Received	Paid out	VAT included	Balance	Receipt kept

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Guidance and the latest version: https://www.countify.co.uk/resources/templates/petty-cash-log