

Petty cash voucher and count sheet

Print the vouchers, keep them in the tin with the receipts; count the tin monthly on the sheet below. The Excel register does the running balance.

Petty cash vouchers (one per payment)

PETTY CASH VOUCHER NO. _____	
Date	
Paid to	
For	
Amount	
GST included (receipt attached: yes / no)	
GL account	
Received by (signature)	
Approved by	

PETTY CASH VOUCHER NO. _____	
Date	
Paid to	
For	
Amount	
GST included (receipt attached: yes / no)	
GL account	
Received by (signature)	
Approved by	

Monthly count and reconciliation

DENOMINATION	COUNT	VALUE
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
50c, 20c, 10c		
Cash counted		

	AMOUNT
Cash counted (A)	
Vouchers and receipts not yet entered (B)	
A + B	
Float amount	
Difference (must be zero)	
Top-up to restore the float	

Count date _____

Counted by _____

Witnessed by _____

Rules: one voucher per payment, receipt stapled to it. No IOUs, no personal cash, no payments over \$_____ without a second signature. A difference is investigated the same day, never adjusted away. GST is claimed only where taxable supply information is held (under \$200: supplier name, date, description, amount; GST Act 1985, rules from 1 April 2023). Keep vouchers and this sheet for 7 years (Tax Administration Act 1994, s 22). Checked on ird.govt.nz 9 October 2026.