

Petty Cash

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Petty Cash

What is Petty Cash?

Petty cash is an allocated fund to the shop for unexpected expenses that may pop up. Common expenses include:

- Fuel for rental vehicles,
- Change for customers who pay cash,
- Tools/equipment needed for a repair job.

How is Petty Cash Handled?

Petty cash is submitted for replenishment once per month. In order to get full replenishment, the shop must ensure that all cash is accounted for throughout the month.

Petty cash is managed by the shop manager or office managers.

- When petty cash is needed it must be handed out by the appropriate manager.
- A petty cash voucher must be filled out for all cash handed out.

**PETTY CASH VOUCHER
DÉBOURSEMENTS**

No. _____

Date _____

Amount
Somme _____

Tax
Taxe _____

For
Pour _____

Charge
Débitez _____

Cash given by
Somme versée par _____

To
À _____

SIGNATURE _____

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Petty Cash

Filling Out the Petty Cash Voucher:

Charge
Débitez _____
Cash given by
Somme versée par _____
To
À _____
SIGNATURE

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- Cash given by = who handed the cash out and how much.
- To = who the cash was given to.
- **Note: A receipt must always be brought back with any change!**
- Take the receipt and ensure proper change was returned (if applicable).
- Fill out the remaining lines on the petty cash voucher.

PETTY CASH VOUCHER
DÉBOURSEMENTS

No. _____
Date _____
Amount
Somme _____
Tax
Taxe _____
For
Pour _____
Charge
Débitez _____
Cash given by
Somme versée par _____

- No. = receipt number/identifier.
 - Date = date as shown on the receipt.
 - Amount = total amount of the receipt (before tax), plus PST.
 - Tax = total amount of GST.
 - For = reason petty cash was needed.
 - Charge = total amount of the receipt with both GST and PST.
 - Staple the receipt to the petty cash voucher.
 - Sign the bottom of the voucher.
-
- given by
ie versée par _____
SIGNATURE
- A1603B
- Place the voucher/receipt and any change back into the petty cash container.

Petty Cash

Filling Out the Petty Cash Report:

Once you have completed you month end in Repair Center you must complete the petty cash report to submit to the Accounting Department.

- The Petty Cash report consists of 2 pages:
 - CARSTAR Petty Cash Balancing Sheet
 - CARSTAR Cash Report
- Both pages must be completed entirely.
- Any discrepancies for cash that arise must be investigated.

CARSTAR Petty Cash Balancing Sheet:

The balancing sheet gives you an outline of cash that remains in the petty cash balance after all receipts are entered. Shops are only able to manipulate data in the blue squares.

CARSTAR Petty Cash Balancing Sheet

Month:

Location: CHEVRIER

Full Amount of Petty Cash Fund: \$100.00

Total Monthly Expenses:
(as per attached expense form) \$0.00

Cash on Hand:

<input type="text"/>	x	\$5.00	=	<u>\$0.00</u>
<input type="text"/>	x	\$10.00	=	<u>\$0.00</u>
<input type="text"/>	x	\$20.00	=	<u>\$0.00</u>
<input type="text"/>	x	\$50.00	=	<u>\$0.00</u>
<input type="text"/>	x	\$100.00	=	<u>\$0.00</u>

Coin Total:

Total Cash on Hand: \$0.00

Petty Cash Balance Not Accounted For (\$+/\$-): -\$100.00

Petty Cash Replenishment Required: \$100.00

Manager Signature

Petty Cash

- Month = current month you are submitting for.
- Location = your shop name, selected from the drop-down menu.

Month:

Location:

Full Amount of Petty Cash Fund:

Total Monthly Expenses:

Cash on Hand:

Coin Total:

Total Cash on Hand:

Petty Cash Balance Not Accounted For (\$+/\$-):

Petty Cash Replenishment Required:

Total Cash on Hand and Petty Cash Replenishment Required:

Full Amount of Petty Cash Fund:

Manager Signature:

(as per attached receipts)

CHEVRIER
DUGALD
FIFE
GIMLI
HENDERSON
SASKATCHEWAN
ST JAMES
STONEWALL

- Full Amount of Petty Cash Fund = total amount of petty cash balance allocated to your shop.
- Total Monthly Expenses = total amount of cash used as shown by the receipts entered. This total will be automatically updated as you enter receipts on the Cash Report.
- Cash on Hand = total physical amount of each type of cash bill.
- Coin Total = total dollar amount of all coins currently in your petty cash.
- Total Cash on Hand = total dollar amount of all cash as entered. This will automatically be calculated.
- Petty Cash Balance Not Accounted For (\$+/\$-) = total dollar amount of petty cash that cannot be accounted for. This can be either negative or positive.
- Petty Cash Replenishment Required = total dollar amount of that you are requesting from the Accounting Department.
- **Note:** If everything has been managed properly then the total amount shown under “Total Cash on Hand” and “Petty Cash Replenishment Required” should equal the “Full Amount of Petty Cash Fund”.
- Manager Signature = final signature from your shop manager once all has been balanced.

