
PETTY CASH – REVIEW A RECONCILIATION (ACC-W027)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 How to review a petty cash reconciliation.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technician II

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 Petty cash reconciliation - a group of three documents that confirms the accountability of funds advanced to sites. The three documents consist of a petty cash reconciliation form, a bank statement, and a copy of the check register.
- 4.2 Preparer – the person who completed the petty cash reconciliation.
- 4.3 Imprest amount – the amount advanced to the site to set up a petty cash bank account.

5.0 WORK INSTRUCTION:

- 5.1 Ensure that the bank statement's ending balance is appropriately recorded on the petty cash reconciliation form.
 - 5.1.1 If not, correct the form and send a copy to the preparer; or return the reconciliation for correction.
- 5.2 Confirm that the checkbook balance on the petty cash reconciliation form and the month's ending balance on the check register are the same amounts.
 - 5.2.1 If not, correct the form and send a copy to the preparer; or return the reconciliation for correction.
- 5.3 Confirm that both the reconciled bank balance and the reconciled checkbook balance on the petty cash reconciliation form are the same amounts.
 - 5.3.1 If not, correct the form and send a copy to the preparer; or return the reconciliation for correction.
- 5.4 Ensure that the imprest amount and the reconciled imprest amount on the petty cash reconciliation are the same amounts.
 - 5.4.1 If not, correct the form and send a copy to the preparer; or return the reconciliation for correction.
- 5.5 Record in the petty cash database the receipt of a reconciled petty cash reconciliation.
- 5.6 File the petty cash reconciliation.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Petty Cash Manual (ACC-W043)
- 6.2 Petty Cash Reconciliation Form (ACC-F006)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Petty cash reconciliation	General Accounting and file storage	7 years	Discard as desired	Secured area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/30/04	A	Initial Release
3/12/07	B	Title change, updated associated documents & record retention table
3/31/08	C	Updated work instructions 5.4, 5.5, and record retention table

***** End of work instruction *****