

Village of Poplar Grove

Petty Cash Log

Beginning Balance: \$200.00

Maximum Allowed Per Transaction: \$50.00 (unless authorized by the Village President)

Month/Year: _____

Village Collector: _____

Date	Receipt #	Description	Department	Amount Disbursed	Running Balance	Employee Initials	Post-Use Count Verified (Initials)
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Ending Cash on Hand: _____

Total Receipts: _____

Cash + Receipts Total (Must Equal \$200.00): _____

Monthly Reconciliation Completed By Village Treasurer: _____ Date: _____

Reviewed By Village President (if applicable): _____ Date: _____