|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  | |  | |  | |  |
|  | RESTAURANT NOUVEAU | | | | | | |  | | |  |
|  | Petty Cash Log | | | | | | |  |
|  |  |  |  | |  | |  | |  | |  |
|  | Reporting period: **Jan 2021 - March 2021** | | |  | |  | |  | |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  | Person responsible: **John Doe** | | |  | | Beginning Balance: | | | | **$4,656.00** |  |
|  |  |  |  | |  | |  | |  | |  |
|  | **CASH LOGS** | | | | | | | | | |  |
|  |  |  |  | |  | |  | |  | |  |
|  | **Date** | **Paid To / Returned From Purpose Description** | **Approved By** | | **Cash In** | | **Cash Out** | | **Balance** | |  |
|  |  |  |  | |  | |  | |  | |  |
|  | 04/01/21 | **Brewery** | Harry M. | |  | | $415.00 | | $4,241.00 | |  |
|  | 15 crates of homemade beer - gifts for VIP |  |
|  |  |  |  | |  | |  | |  | |  |
|  | 04/03/21 | **Pizza & Snacks** | Corry T. | | $49.00 | |  | | $4,290.00 | |  |
|  | Delivered to Mr. Angels |  |
|  |  |  |  | |  | |  | |  | |  |
|  | 04/06/21 | **Lorem Ipsum** | John D. | |  | | $290.00 | | $4,000.00 | |  |
|  | Type here purpose description |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  | The petty cash box should be stored in your safe, and accessed only by the owner/manager when required. In the event that petty cash is needed on a regular basis, and the safe is not in a convenient location, then you might make the bartender or shift manager responsible for it. |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | | **$4,000.00** | |  |
|  |  |  |  | |  | |  | |  | |  |
|  |  |  |  | |  | |  | | [© TemplateLab.com](https://templatelab.com/) | |  |