

MONTHLY PETTY CASH AUDIT

Wang Runcit · Malaysia · RM

Month: _____

Counted by: _____

- ☐ **1. Count the cash**
Count every note and coin in the box. Write the figure down BEFORE looking at any record — counting after you know the expected number is how errors get missed.
- ☐ **2. Add up the vouchers**
Total every voucher in the box for this period. Each one should have a receipt attached.
- ☐ **3. Do the check**
Cash counted + vouchers held should equal the float. Write both numbers and the difference, even when it is zero.
- ☐ **4. Investigate any difference**
Any gap, however small, gets a note: what it was, who was asked, what was concluded. A difference you cannot explain this month is one you will never explain.
- ☐ **5. Check the ceiling was respected**
Scan the vouchers for anything above your per-transaction limit. Those should have gone through the bank.
- ☐ **6. Check every voucher is approved**
Approved by someone other than the person who took the cash. An unapproved voucher is a note, not a control.
- ☐ **7. Look for the pattern, not just the total**
Same payee every week? Round numbers with no receipt? Amounts creeping up? The total can balance while the habit rots.
- ☐ **8. Post the expenses**
Enter each category into your accounts, then top up by exactly what was spent.
- ☐ **9. File it**
Vouchers and receipts filed by month, with this checklist on top.

THE CHECK

Cash counted RM _____ + Vouchers held RM _____
= Float RM _____ Difference RM _____