Gym petty cash reconciliation template

Type into the fields in a PDF reader, save a copy, or print and write by hand. Use record references; do not include passwords or unnecessary personal information.

Club / period / custodian

Opening cash AUD

Authorised cash added AUD

Receipt-backed spending AUD / receipt references

Expected closing cash AUD

Counted closing cash AUD

Difference AUD / explanation / action owner

Prepared by / independent reviewer / review date

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- [ ] Count and record the opening float.
- [ ] Record each authorised addition separately.
- [ ] List each payment, purpose, date and receipt reference.
- [ ] Total approved spending for the same period.
- [ ] Calculate expected cash as opening plus additions minus spending.
- [ ] Count actual cash independently of the expected figure.
- [ ] Investigate every difference; never silently change the opening float.
- [ ] Obtain reviewer sign-off and retain receipts securely.

Next action / owner / due date

Evidence or approval reference

Unresolved items / escalation

Reviewed by / date / next review

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Example Fitness and all names, dates, amounts and outcomes below are fictional. They demonstrate how to complete the form, not typical results or spending recommendations.

Club / period / custodian

Example Fitness North / 1-7 November / Alex

Opening cash AUD

200.00

Authorised cash added AUD

50.00

Receipt-backed spending AUD / receipt references

68.50; receipts PC-001 and PC-002

Expected closing cash AUD

181.50 = 200.00 + 50.00 - 68.50

Counted closing cash AUD

180.00

Difference AUD / explanation / action owner

-1.50 = 180.00 - 181.50; investigate; Alex

Prepared by / independent reviewer / review date

Prepared Alex; independent review pending

How to use this pack

1. Keep a transaction record and receipts alongside this summary.
2. Calculate expected closing cash, then compare it with the physical count.
3. Record unresolved differences and review them before closing the period.

See the related ClubPilot workflow