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 _____

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