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Petty cash certificate for audit format

A company typically uses petty cash to make small purchases or reimburse employees for minor expenditures. Each month, accountants or other employees will need to balance petty cash and replenish the funds. This process should not take too long, as petty cash on hand is a small amount, often less than \$100 for small companies. Large companies may have petty cash accounts holding up to \$500 or more. The reconciliation procedures, however, are not different regardless of the amount in the petty cash funds. Write the normal petty cash figure on a sheet of paper. This figure is the opening cash amount for petty cash, such as \$100. Count the cash currently in the petty cash box or drawer. Subtract the total on-hand cash from the opening balance. Total the receipts that detail petty cash expenditures. Deduct the receipt totals from the figure in Step 2. Petty cash will balance if these two items net to zero. Research differences from the calculation in Step 3. Look for missing receipts, recount the cash on hand and ask employees about any non-reported uses of petty cash. Replenish petty cash funds by requesting cash equal to the receipts. Owners or accounting managers usually have the authority to request cash advances for replenishing the petty cash box. Tips Always use detailed procedures for petty cash uses. A management-authorized slip should be necessary to give an employee petty cash for small expenditures. # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A1 InvestingAnswers, all of our content is verified for accuracy by Paul Tracy and our team of certified financial experts. We pride ourselves on quality, research, and transparency, and we value your feedback. Below you'll find answers to some of the most common reader questions about Petty Cash. If you have a question about Petty Cash, then please ask Paul. Ask a question Don't Know a Financial Term? If you've found or inherited a stock certificate and aren't sure what to do, you aren't alone. They are not as easy to buy and sell as electronic stocks, and an investor might not even be able to cash them in, if for example, the company has long since closed. Happening upon old stock certificates is actually pretty common. In the past, investors received physical certificates, referred to as in bearer form, when they bought stock. The problem of old stock certificates doesn't arise very often anymore because most stocks are kept in electronic form in your broker's computer system. So, if you find an old certificate, it's important to know where to start looking to see if your discovery is merely wallpaper from a bankrupt company or is worth cashing in on. If you find an old certificate, it's important to know where to start looking. Look for the company name and location of incorporation, a CUSIP number, and the name of the person with whom the security is registered. If you have been successful in finding all this information, you will need to locate the name of the transfer agent. Another option is to contact discount brokerages and see if they will honor the certificate. Start by looking at a few things on the certificate. Look for the company name and location of incorporation, a CUSIP number, and the name of the person with whom the security is registered. All of these items are important and can likely be found on the certificate's face. Company Name: If the company still exists, your search ends here. You can go to the library or use the internet to find out exactly what has happened to the company. Yahoo Finance has a good symbol lookup tool where you can search the name of the company for its ticker. The problem is the name may not be the same. Unless your company is a household name, like General Electric, chances are, at some point, the company either was bought out or changed its name due to a merger. CUSIP Number: This number provides a vital piece of information for searching out a security; it's like stock DNA. Each security has a unique number, and changes and splits are recorded accordingly. That is, every time a security changes its name, splits, or does anything affecting its stock certificate, a new number is assigned to it. By doing a search starting from the original number, we can find out the security's current equivalent. Outside North America, other numbering systems such as SEDOL or ISIN are used. Most large discount brokerages are able to help clients track down securities that have been delinquent for over 10 years. With the CUSIP number, the brokerage can uncover all splits, reorganizations, and name changes that have occurred throughout the company's history. It can also tell you whether the company is still trading or out of business. Location of Incorporation: Each stock is incorporated in a state, and the records are kept at a central location. Generally, incorporation goes through the Secretary of State, and the name of the business will be documented in those databases. You should be able to contact the Secretary of State's office and find out more about your certificate. Stock Certificate: If you have been successful in finding all this information, you will need to locate the name of the transfer agent. The easiest way is to contact the company and ask it directly. You can usually find the number of the company or the name of the transfer agent on the company's website; generally, publicly listed corporations have an investor-relations link on their sites. The main reason you need to go to a transfer agent is companies rarely handle their own securities in-house. They prefer to have another company take care of the bookkeeping and issuing of securities. The transfer agent will have a record of the person's name on the stock certificate; ownership can then be transferred to your name. This can be done in many different ways, so it's always best to contact the transfer agent and request instructions. Many of them are extremely picky. If the company is no longer public, your search ends. In this case, there may be some legal repercussions, and you will need to speak to a lawyer. If the company has, in fact, changed names, merged, split, reversed split, reorganized, restructured, or undergone any combination of these, you might have something to work with. If you are inheriting securities, ensure the individual whose name is on the certificate has bequeathed it to you. A probated will with the necessary signatures of the executors may be required by the transfer agent before it will transfer ownership. Once the certificates have been delivered back to you in your name, you can deposit them with a broker and sell them accordingly. For those of you who have gone through all of these steps without any success, there are other means by which you can have your old stock certificates researched, but they will cost you some money. For a fee, stock search companies will do all of the investigative work for you and, if the certificate ends up having no trading value, they may offer to purchase it for a collector's value. One company that offers this service is RM Smythe. Stock search companies may also publish or help you find stock guides to assist you in investigating an old stock. However, it is often the case that the company will charge you more than the stock is actually worth. (For related reading, see: I Lost My Share Certificate. Do I Still Own the Stock? and Paper Stock Certificates Are Gone With the Winds of Change) Businesses rely on cash audits, an important internal control, when reviewing proper procedures for handling cash. Policies restricting the number of individuals with access to cash and the number of cash-handling duties any one individual can perform limits the potential for fraudulent activity. You can use these and other internal control procedures to protect your business from both internal and external theft and fraud. Cash audit procedures determine how many individuals handle cash at the main collection point. Only cashiers and front office managers should handle money as it comes into the business. Audits should also ensure that the cashier and front office manager log and sign off on money before it enters or leaves a safe. Two individuals should be present when removing cash from the safe and taking it to the accounting office or bank. Discourage management from overriding these controls — not only does it set a poor example, it also is potentially a way for thieves to target the business. Individuals other than the cashier or front office manager should prepare cash for deposit. Audit procedures for deposits should determine which individuals prepare the deposits and how a supervisor in the accounting office will review them. Most companies require employees to fill out several forms when recording and preparing the deposit. Auditors should evaluate forms to ensure that employees follow all deposit-preparation procedures. Audits should focus on the posting system that records each deposit in the accounting information system. The auditors should review electronic records to ensure that each deposit posts to the system in a timely manner. Delayed deposit posting creates tough situations in an accounting office by lengthening the cash flow collection period. Ideally, ensure cash is deposited daily. This reduces the risk of the money being stolen. In most companies, individuals who post deposits to the information system should not be the ones who prepare the deposits. The segregation of duties provides effective checks and balances and a second pair of eyes to spot mistakes. After the accounting information system records the deposits, the accounting department prepares and reviews bank reconciliations as a cash verification procedure to ensure that the bank processes all deposits in a timely manner. Depending on the size of the company, the accounting department may prepare reconciliations on a daily or monthly basis. When auditing bank reconciliations, auditors should review when the banks record deposits and whether they are consistent with dates that the accounting office entered into the information system. Reconciliation audits should also test that the account balances from the information system match the reconciled balances of the bank statement. Auditors evaluate cash disbursements similarly to the depositing of cash. The auditors should review accounts payable invoices in the accounting information system to ensure that the invoice amount matches the system amount. They should also examine the bank reconciliation statement to ensure that all checks the company cuts to vendors clear through the bank. Auditors should review any outstanding checks for validity. If a company requires accounts payable clerks to balance invoices to vendor statements, auditors should check these reconciliations for accuracy and validity as well.

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