Petty Cash/Change Fund
Year-end reconciliation

Please follow these steps to reconcile/verify year-end cash balance for petty cash and change funds.
Reconcile the balance in your fund at fiscal year-end by submitting the **Cash Fund Verification Form**.

In PeopleSoft Financials, navigate to Employee Self-Service and select the form.
*In “Subject” field, please include the name of the petty cash or change fund.
*Please complete all sections of the form.
*Instructions are included on the “Attachments” tab.

Below is an example of the Fund Reconciliation needed for this form. Please complete as shown below:

<table>
<thead>
<tr>
<th>Fund Reconciliation</th>
<th>Cash on Hand (A)</th>
<th>Receipts on Hand (D)</th>
<th>Total (A) + (D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Approved Fund amount is $200</td>
<td>150.00</td>
<td>50.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

(Note: In the example above the $50.00 represents receipts for expenses that have not been reimbursed by A/P)

*Cash on hand: 
*Receipts on Hand: 
*Total: 

Petty Cash Fund is considered to be reconciled only if Cash on hand + Receipts on hand = Approved fund
Please select petty cash or change fund in drop-down.

The form must be completed and submitted by a current custodian or alternate custodian.
### Instructions

#### Cash Fund Verification Form

**Subject:**

- **Download Templates**
  
<table>
<thead>
<tr>
<th>Description</th>
<th>Attached File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash_Fund_Verification_Form_In</td>
<td>Cash_Fund_Verification_Form_Instructions.docx</td>
</tr>
</tbody>
</table>

**Upload your attachments**

- **Description**
- **Attached File**

- **Upload**
  - Attach
  - Open

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**Form | Instructions | Attachments**
Thank you for reconciling your petty cash or change fund.

Please contact FMS-Treasury@utdallas.edu if you have any questions.