

King's Cathedral & Chapels
TEMPORARY PETTY CASH FUND

Cashier: _____

Event: _____

Today's Date: _____

Check # _____ **Check Amount:** _____

You are required to provide an adequate accounting of the funds given to you as part of your expenses.

IRS Code Sections 1.162-17 and 1.274.5(e)(2) require the church to receive proper receipts and other documentary evidence to substantiate the business expenses you incur. This documentation must be turned in to the CPAAdmin Office immediately after the activity.

If such evidence is not received, KC reserves the right to deduct this amount from your pay and/or show the amount of the check as taxable income to you and you would be responsible for deducting any proper business expenses (subject to limitations).

All receipts and unused funds need to be turned in by _____

I understand the above requirements and hereby acknowledge agreement.

Employee Signature

(Return this portion when closing the account – always keep this copy with your petty cash)

Petty Cashier's Name: _____

Amount Received: \$ _____

Amount of Receipts Attached: \$ _____

Balance Due Cashier: \$ _____