9A Program Expense Worksheet Instructions

Applicable to: Petty Cash

Employee Expense Reimbursement MasterCard Charges

Can be found on O: Drive - O:\Sources Public\Sources Forms\Finance Forms mileage and expenses etc

If you have any questions or concerns, please contact Ramneet Dhesi at rdhesi@sourcesbc.ca or 604-541-5049

STEP 1

Fill out "Payable To", "Department", and "Expense Type" field

If filling out for Petty Cash, complete the "Cash Count" (yellow fields are fillable)



Enter expenses (include date, description, amount before taxes)

Verify tax amounts (GST/PST) are correct; they are automatically calculated

If there is no tax, zero out the cell. If tax amounts are different, manually enter the amount

	В	С	D	E	F	G	Н	I	J	M	Ν	0
2						14				Cash Count	No of bills	Amount
3										100		-
4					SC	Durces	S			50		-
5					COMMUNIT	Y RESOURCE C	ENTRES			20		-
6										10		-
7	EMPLOYEE IN	FORMATION:		EXPENSE PER	IOD:					5		-
8	Payable To:			From				_		Total - Coins		
9	Department:			То				_		Total	Cash	\$-
10	Expense Type	Pick from drop-	down list									
11										Bala	ance forward:	
13	Date	Ref#	Description	Amount Before Tax	PST	GST	Account Number	Account Name	Account Name (If Others)	Total with tax	50%GST	Total
14										C	ash On Hand:	-
15										Accounting	Use Only:	
16					-	-	-	Pick from drop-down list		-	-	-
17					-	-	-	Pick from drop-down list		-	-	-
18					-	- /	-	Pick from drop-down list		-	-	-
19					-	-	-	Pick from drop-down list		-	-	-
20					-	<u> </u>	-	Pick from drop-down list		-	-	-
21					-	-	-	Pick from drop-down list		-	-	-
22						-	-	Pick from drop-down list		-	-	-
22						I		Diale from dran down list	1	I I	I	I

Select the "Account Name" (purpose of the expense)

If not listed select "Other"

	В	С	D	E	F	G	Н	l.	J	М	Ν	0
5				COMMUNITY RESOURCE CENTRES						20		-
6										10		-
7	EMPLOYEE INF	ORMATI	ION:	EXPENSE PERIOD:							5	
8	Payable To:			From				_		Total - Coins		
9	Department:			То				-		Total	Cash	\$-
10	Expense Type:	Pick fro	om drop-down list					-				
11										Bala	ance forward:	
13	Date	Ref#	Description	Amount Before Tax	PST	GST	Account Number	Account Name	Account Name (If Others)	Total with tax	50%GST	Total
14										C	ash On Hand:	-
15										Accounting	Use Only:	
16					-	-	-	Pick from drop-down list	4	-	-	-
17					-	-	-	Copying Postage & Stationary	X	-	-	-
18					-	-	-	Food		-	-	-
19					-	-	-	Library		-	-	-
20					-	-	-	Membership Personal Needs		-	-	-
21					-	-	-	Program Activities	~	-	-	-
22					-	-	-	Pick from drop-down list		-	-	-
23					-	-	-	Pick from drop-down list		-	-	-

Confirm if the "Total" column matches the total on the receipt

If they do not, double check "Amount Before Tax", "PST", and "GST"

1	В	С	D	E	F	G	Н		J	М	Ν	0
2						44				Cash Count	No of bills	Amount
3	-									100		-
4	-				SC	ources	5			50		-
5	-			COMMUNIT	Y RESOURCE C	ENTRES			20		-	
6										10		-
7	EMPLOYEE INF	ORMAT	ION:	EXPENSE PER	IOD:					5		-
8	Payable To:			From						Total - Coins		
9	Department:			То				-		Total	Cash	\$-
10	Expense Type:	Pick fro	om drop-down list	_								
11										Bala	ance forward:	
13	Date	Ref#	Description	Amount Before Tax	PST	GST	Account Number	Account Name	Account Name (If Others)	Total with tax	50%GST	Total
13 14	Date	Ref#	Description	Amount Before Tax	PST	GST	Account Number	Account Name	Account Name (If Others)	Total with tax	50%GST ash On Hand:	Total -
13 14 15	Date	Ref#	Description	Amount Before Tax	PST	GST	Account Number	Account Name	Account Name (If Others)	Total with tax Ca Accounting	50%GST ash On Hand: Use Only:	Total
13 14 15 16	Date	Ref#	Description	Amount Before Tax	PST -	GST -	Account Number	Account Name Pick from drop-down list	Account Name (If Others)	Total with tax C: Accounting	50%GST ash On Hand: Use Only: -	Total -
13 14 15 16 17	Date	Ref#	Description	Amount Before Tax	PST -	GST -	Account Number -	Account Name Pick from drop-down list Pick from drop-down list	Account Name (If Others)	Total with tax C. Accounting -	50%GST ash On Hand: Use Only: - -	Total - -
13 14 15 16 17 18	Date	Ref#	Description	Amount Before Tax	PST - -	GST - -	Account Number - - -	Account Name Pick from drop-down list Pick from drop-down list Pick from drop-down list	Account Name (If Others)	Total with tax C: Accounting - - -	50%GST ash On Hand: Use Only: - - -	Total
13 14 15 16 17 18 19	Date	Ref#	Description	Amount Before Tax	PST - - - -	GST - - - -	Account Number - - - -	Account Name Pick from drop-down list	Account Name (If Others)	Total with tax C. Accounting - - - -	50%GST ash On Hand: Use Only: - - - - -	Total
13 14 15 16 17 18 19 20	Date	Ref#	Description	Amount Before Tax	PST 	GST - - - - -	Account Number	Account Name Pick from drop-down list	Account Name (If Others)	Total with tax CC Accounting - - - - -	50%GST ash On Hand: Use Only: - - - - -	Total
13 14 15 16 17 18 19 20 21	Date	Ref#	Description	Amount Before Tax	PST 	GST - - - - - - - - - -	Account Number	Account Name Pick from drop-down list	Account Name (If Others)	Total with tax CC Accounting - - - - - - - - - -	50%GST ash On Hand: Use Only: - - - - - - - -	Total
13 14 15 16 17 18 19 20 21 22	Date	Ref#	Description	Amount Before Tax	PST 	GST 	Account Number - - - - - - - - -	Account Name Pick from drop-down list	Account Name (If Others)	Total with tax C Accounting - - - - - - - - - - - - - - - - - - -	50%GST ash On Hand: Use Only: - - - - - - - - - - - - - - - -	Total

Once all receipts are entered, total up the vouchers/receipts and compare it to the "Amount Requested"

For Petty Cash, the "Cash Count" and "Amount Requested" should equal your petty cash float

If everything matches up, print the expense form

33				-	-	-	Pick from drop-down list		-	-	-	
34				-	-	-	Pick from drop-down list		-	-	-	
35				-	-	-	Pick from drop-down list		-	-	-	
36				-	-	-	Pick from drop-down list		-	-	-	
37				-	-	-	Pick from drop-down list		-	-	-	
38				-	-	-	Pick from drop-down list		-	-	-	
39				-	-	-	Pick from drop-down list		-	-	-	
40				-	-	-	Pick from drop-down list		-	-	-	
41				-	-	-	Pick from drop-down list		-	-	-	
42				-	-	-	Pick from drop-down list		-	-	-	
43				-	-	-	Pick from drop-down list		-	-	-	
44			-	-	-				-		-	
45								Carry forward to next workshee			-	
46 Prepared by:			Authorized by:						Amount Requested -			
47								Petty Cash Fund -				
48			882 Maple Street, White Rock, BC V4B 4M2 T 604,531,6226 F 604,531,2316					Accouting use: Error check				
49			Date Revised: Apr 2017									
Master (2) Voucher Data +												
Ready	Ready											

On the bottom of the workbook there is a tab labelled "Voucher"

Click this tab if all expenses are for ONLY ONE department

Print voucher and submit for approval along with the expense form and receipts

	A	в	с	D	E	F	G	Н	1	J
1					CHEQUE	E VOUCH	IER			
2										
3								Cheque #		
4										
5								Date		
6	To Be Com	pleted By N	lanager:							
7										
8		Signature	on File							
9										
10		See Attac	hed Appro	val						
11	_									
12		Autnorized	i by Signati	ire						
13		To be seen	alatad bu D							
14		To be com	pleted by Pl	rogram mar	lager					
15										
16		Payment	Authorized	i by:						
1/		-								
18		Program o	or Dept:	0						
19		Data Rea	uired:							
20		Date Red	uirea:							
22		Amountio	fCheque	۰.						
23		Amount o	reneque	9						
24		Pavable t	0:	0						
25										
26		Purpose o	of expendi	ture 🚯 👘	ίο Ο					
27										
28										
29		Account to	o be charg	ed						
30										
31										
32										
33										
34										
35					Accountin	g Use Onl	у			
36	Acct.	Prog.	Dr.	Cr.	Descripti	Acct.	Prog.	Dr	Cr	Description
37	5201		0.00			5401		0.00		
38	5120		0.00			5402		0.00		
39	5701		0.00			5205		0.00		
40	5117		0.00			5601		0.00		
41	5405		0.00			5115		0.00		
42	5404		0.00			1112		0.00		
43	5801		0.00			-		0.00		
44	5310		0.00							
45	5301		0.00							
46	5116		0.00							
47	5411		0.00							
		Ma	ister (2)	Vouch	er Da	ta	+			
Re	ady									