



Task Title: Calculating Petty Cash

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will enter petty cash amounts into a table and calculate the monthly closing balance.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage money/C1.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function (optional)

Learner Information

Administrative and clerical assistants are often responsible for office petty cash. Petty cash is money that can be used by employees for small, incidental purchases such as coffee supplies, stamps, or parking costs. Petty cash amounts are typically tracked and reconciled at the end of each month.

Scan “March 2026 Petty Cash Log” and “March 2026 Petty Cash Receipts”.

March 2026 Petty Cash Log

Date	Amount	Employee Name	Description of Purchase	Petty Cash Balance

Opening Balance March 1, 2026: \$300

Closing Balance March 31, 2026:

March 2026 Petty Cash Receipts

Receipt #1

Note on back of receipt:

- Fatima S.
- Coffee purchase with client before meeting on March 3



Receipt #2

Note on back of receipt:

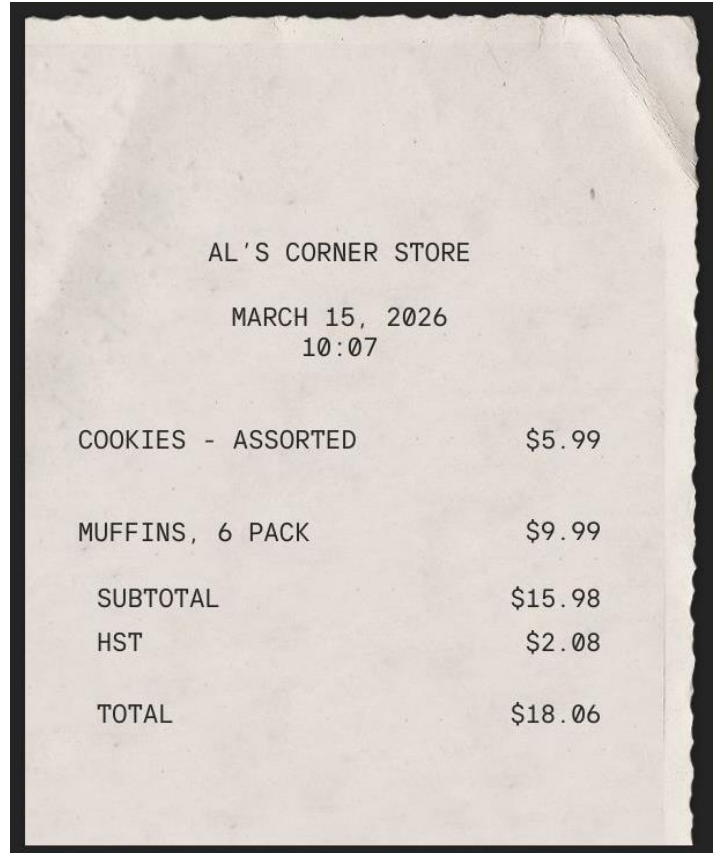
- Joel G.
- Milk for staff break room



Receipt #3

Note on back of receipt:

- Joel G.
- Snacks for monthly staff meeting



Receipt #4

March 20, 2026

I paid for parking downtown when I was meeting a client.

Total was \$4.00 for the day. I paid with coins.

Thanks,

Joel!

Work Sheet

Task 1: Enter the petty cash receipts into the March 2026 Petty Cash Log and calculate the petty cash closing balance for March.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: Calculate the total amount reimbursed to

a) Fatima

Answer:

b) Joel

Answer:

Answers

Task 1: Enter the petty cash receipts into the March 2026 Petty Cash Log and calculate the petty cash closing balance for March.

Answer:

March 2026 Petty Cash Log

Date	Amount	Employee Name	Description of Purchase	Petty Cash Balance
March 3 2026	\$9.03	Fatima S.	Coffee with client	\$290.97
March 12, 2026	\$3.99	Joel G.	Milk for break room	\$286.98
March 15, 2026	\$18.06	Joel G.	Snacks for staff meeting	\$268.92
March 20, 2026	\$4.00	Joel G.	Parking for client meeting	\$264.92

Opening Balance March 1, 2026: \$300

Closing Balance March 31, 2026: \$264.92

Task 2: Calculate the total amount reimbursed to

a) Fatima

Answer: \$9.03

b) Joel

Answer: $\$3.99 + \$18.06 + \$4.00 = \$26.05$

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.2a	uses layout to determine where to make entries			
	follows instructions on documents			
C1.1	adds, subtracts, multiplies and divides whole numbers and decimals			
	identifies and performs required operation			
	follows apparent steps to reach solutions			
	interprets and represents costs using monetary symbols and decimals			
	uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation)			

This task: Was successfully completed ☐ Needs to be tried again ☐

Task Title: CalculatingPettyCash_E_B3.2a_C1.1

Learner Comments:

Instructor (print):

Learner (print):
