

ABSTRACT

Kintan Nabilah (2018011028)

PETTY CASH MANAGEMENT CYCLE BASED ON ACCOUNTING SYSTEM AT PT TOTALINDO EKA PERSADA KINGLAND AVENUE PROJECT

In carrying out professional work at PT Totalindo Eka Persada the Kingland Avenue Project, the author works under the supervision and guidance of the Cashier section and the Senior Quantity Surveyor & Cost Control division. In professional work, the author has the opportunity to be directly involved and assist in recording work and making reports on cash disbursements and receipts, making cash opnames, recording petty cash, monitoring & recapitulating evidence of debt, and helping to archive documents. The petty cash management cycle at PT Totalindo Eka Persada the Kingland Avenue Project has been in accordance with the procedures proposed by experts. Activities and responsibilities of the Senior Quantity Surveyor & Cost Control division are focused on the process of cash disbursements and receipts, especially on construction costs carried out by foremen, subcontractors, and vendors. In addition, this division also helps record all petty cash transactions related to construction operations.

Keywords: petty cash, cash receipts & disbursements, cash opname