

DAILY CASH ACCOUNT RECONCILIATION SHEET

Date: _____ **Store/Branch:** _____
Register No: _____ **Cashier Name:** _____

| Cash Reconciliation Summary | Amount (\$) |
|--|-------------|
| Opening Cash Balance (Float) | |
| Cash Receipts (Inflow) | |
| Cash Sales | |
| Received on Account | |
| Other Cash Receipts: | |
| Cash Paid Out (Outflow) | |
| Cash Disbursements / Expenses | |
| Cash Refunds | |
| Bank Deposits (Safe Drops) | |
| Reconciliation | |
| Expected Cash Balance (Opening + Receipts - Paid Out) | |
| Actual Cash Counted (From Details Below) | |
| Cash Over / Short (Actual - Expected) | |

| Cash Count Details | | |
|-------------------------|-----|-------|
| Denomination | Qty | Total |
| \$100 | | |
| \$50 | | |
| \$20 | | |
| \$10 | | |
| \$5 | | |
| \$2 | | |
| \$1 | | |
| Coins / Other | | |
| Total Cash Count | | |

Prepared By (Cashier)

Verified & Approved By (Manager)

Date

Date