

# Daily Cash Position and Bank Reconciliation Record

## 1. Daily Cash Position

Date	Opening Balance	Cash Receipts	Cash Payments	Closing Balance	Remarks

## 2. Bank Reconciliation

Date	Bank Name	Statement Balance	Add: Deposits in Transit	Less: Outstanding Cheques	Adjusted Bank Balance

Notes:

- Fill in the values daily.
- Ensure reconciliation matches adjusted balances with the actual records.