

# Retail Finance Daily Cash Reconciliation

Date: \_\_\_\_\_ Store / Branch: \_\_\_\_\_

Report Prepared By: \_\_\_\_\_ Supervisor: \_\_\_\_\_

## Cash Summary

DESCRIPTION	AMOUNT
Opening Cash Balance	
Cash Sales	
Other Cash Receipts	
Payments & Expenses	
Deposits/Bankings	
Closing Cash Balance (Actual)	
Closing Cash Balance (Book)	
Difference	

## Tender Summary

TENDER TYPE	AMOUNT	REFERENCE / NOTES
Cash		
Credit Card		
Mobile Payment		
Gift Voucher		
Others		

## Bank Deposit Details

BANK NAME	DEPOSIT AMOUNT	DEPOSIT SLIP #	DEPOSIT DATE

## Comments / Notes

\_\_\_\_\_

Prepared by (Name & Signature): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Verified by (Name & Signature): ..... Date: .....