

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: