

# Cash Sales Reconciliation Checklist

Date: \_\_\_\_\_  
Location/Store: \_\_\_\_\_  
Prepared By: \_\_\_\_\_

## Checklist:

- ☐ All cash sales counted and recorded
- ☐ Cash register totals match sales records
- ☐ All voids and refunds verified and documented
- ☐ Discrepancies investigated and explained
- ☐ Cash counted matches end-of-day report
- ☐ Bank deposit slip prepared (if applicable)
- ☐ Deposit amount matches cash reconciled
- ☐ Supporting documents attached (e.g., register tape, reports)
- ☐ Supervisor review completed

## Comments/Notes:

Prepared By (Signature)

Reviewed By (Signature)

Date: \_\_\_\_\_