

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: _____