

Daily Cash Reconciliation Summary Sheet

General Information

| | | | |
|-------------|--|-----------------|--|
| Date | | Location/Branch | |
| Prepared By | | Counters | |

Cash Count

| Denomination | Quantity | Amount |
|---------------------------|----------|--------|
| \$100 | | |
| \$50 | | |
| \$20 | | |
| \$10 | | |
| \$5 | | |
| \$1 | | |
| Coins | | |
| Total Cash on Hand | | |

Receipts & Disbursements

| Description | Amount |
|--|--------|
| Total Receipts | |
| Total Disbursements | |
| Net Cash (Receipts - Disbursements) | |

Daily Summary

| | |
|---------------------------------|--|
| Opening Balance | |
| Add: Net Cash | |
| Expected Closing Balance | |
| Actual Cash on Hand | |
| Difference | |
| Remarks | |

Prepared By

Verified By

Approved By