

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