

End-of-Day Cash Reconciliation Sheet

Date	
Cashier Name	
Shift	
Branch/Location	

1. Opening Cash

Description	Amount
Opening Cash Balance	

2. Cash Received

Description	Amount
Sales	
Other Receipts	
Total Cash Inflow	

3. Cash Paid Out

Description	Amount
Expenses	
Other Payments	
Total Cash Outflow	

4. Closing Cash Calculation

Description	Amount
Opening Cash + Total Cash Inflow - Total Cash Outflow	
Actual Cash Counted	
Variance (If Any)	

5. Cash Denomination Breakdown

Denomination	Quantity	Amount
100		
50		
20		

10		
5		
1		
Coins		
Total		

Cashier Signature

Supervisor/Manager Signature