

# 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		
<b>Total</b>		

Cashier Signature

Supervisor/Manager Signature