

End-of-Day Receipt and Deposit Reconciliation

Date

Store Location / Register #

Shift / Employee

Receipts Summary

Payment Type	Count	Total (\$)
Cash		
Credit Card		
Debit Card		
Gift Card		
Others		
Total Sales		

Deposit Reconciliation

Description	Amount (\$)
Opening Cash Float	
Cash Received (from Receipts)	
Cash Out/Payouts	
Total Cash to Deposit	

Deposit Bag #

Bank Deposit Amount

Variance/Notes

Prepared By

Verified By