

Daily Cash Reconciliation

Date

YYYY-MM-DD

Store/Location

Cashier Name

Shift/Time

Opening Cash

Denomination	Count	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
Coins		
Total Opening Cash		

Receipts

Type	Amount
Sales - Cash	
Sales - Card	
Other Income	
Total Receipts	

Payments/Withdrawals

Description	Amount
Paid Out	
Other Withdrawals	
Total Payments/Withdrawals	

Closing Cash Count

Denomination	Count	Total
\$100		

\$50			
\$20			
\$10			
\$5			
\$1			
Coins			
Total Closing Cash			

Reconciliation Summary

Description	Amount
Opening Cash	
+ Total Receipts	
- Total Payments/Withdrawals	
Expected Closing Cash	
Actual Closing Cash	
Difference	

Notes/Comments

Enter any notes or comments here

Cashier Signature

Supervisor Signature

Date