

Daily Cash Reconciliation

[ENTER COMPANY NAME]

Date of Reconciliation:

DD-MM-YYYY

Beginning Cash On Hand:

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Add Total Daily Sales:

Cash	-
Checks	-
Credit Card	-
Subtotal	-

Add Other Cash Receipts:

Collection of Accounts Receivable	-
Interest Income	-
Other Cash Receipts	-
Subtotal	-

Total Cash Receipts

-

Less Cash Disbursements:

Inventory	-
Office Expenses	-
Employee Advances	-
Other	-
Subtotal	-

Less Merchants Fees on Credit Card Sales

-
Subtotal

Less Bill Payments Cleared:

Accounts Payable	-
Payroll	-
Tax Payments	-
Subtotal	-

Less Owner's Activities

Owner's Withdraw	-
Dividend Payment	-
Subtotal	-

Total Daily Cash Payments

-

Cash on Hand - End of Day Calculated

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