Cashier Reconciliation

Date: _____   Cashier: _____

TO BE COMPLETED BY CASHIER

Cash		
Denomination	**Quantity**	**Total**
$0.01		$ -
$0.05		$ -
$0.10		$ -
$0.25		$ -
$0.50		$ -
$1.00		$ -
$2.00		$ -
$5.00		$ -
$10.00		$ -
$20.00		$ -
$50.00		$ -
$100.00		$ -
Total Cash		$ -
Checks		
Total Cash & Checks		$ -
Less Beginning Cash		
Deposit Total	a)	$ -

Receipt Book	
Beginning Rct No	_____
Ending Rct No	_____
List any Voided Ret Nos.	_____
	_____
	_____
Cash	$ -
Checks	_____
Sanddollars	_____
Credit Cards	_____
Total per Rec Book c)	$ -

RECONCILIATION _____

Total Funds Received	b)	$ -
Less Total per receipt book	c)	-
Cash over/(short)		$ -

Deposit Total	a)	$ -
Credit Card Receipts		
SandDollars		
Total Funds Received	b)	$ -

Comments: _____

_____

_____

_____

Date: _____   Date: _____

Cashier: _____   Reviewed and Approved by: _____

Date turned into Business Office: _____   Business Office Receipt Number _____