Daily Reconciliation Report

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. Beginning cash** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sales (per Z totals)

 Taxable $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Nontaxable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sales Tax Collected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Total Sales**  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-cash charges

 EBT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Credit card fees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Total Non-cash charges (less)**  $(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**D. Over(+)/Short(-)** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E. Cash on hand** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paid out

 Returns/Voids $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**F. Total cash paid out (less)** $(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**G. Available cash** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**H. Less beginning cash** $(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**I. DEPOSIT TOTAL** **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**