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 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

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

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