## Cashier Reconciliation

**Date:** __________________________  
**Cashier:** __________________________

### TO BE COMPLETED BY CASHIER

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$0.05</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$0.10</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$0.25</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$0.50</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$1.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$2.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$5.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$10.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$20.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$50.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$100.00</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Cash** $ -

**Checks**

**Total Cash & Checks** $ -

**Less Beginning Cash**

**Deposit Total** a) $ -

### Receipt Book

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Rct No</td>
<td></td>
</tr>
<tr>
<td>Ending Rct No</td>
<td></td>
</tr>
<tr>
<td>List any Voided Ret Nos.</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ -</td>
</tr>
<tr>
<td>Checks</td>
<td></td>
</tr>
<tr>
<td>Sanddollars</td>
<td></td>
</tr>
<tr>
<td>Credit Cards</td>
<td></td>
</tr>
</tbody>
</table>

**Total per Rec Book c) $ -**

### RECONCILIATION

<table>
<thead>
<tr>
<th>Total Funds Received</th>
<th>b) $ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Total per receipt book</td>
<td>c) -</td>
</tr>
<tr>
<td>Cash over/(short)</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**Deposit Total** a) $ -

<table>
<thead>
<tr>
<th>Total Funds Received</th>
<th>b) $ -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Receipts</td>
<td></td>
</tr>
<tr>
<td>SandDollars</td>
<td></td>
</tr>
</tbody>
</table>

**Total Funds Received** b) $ -

**Comments:**

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**Date:** __________________________  
**Cashier:** __________________________

**Reviewed and Approved** by: __________________________

**Date turned into Business Office:** __________________________

**Business Office Receipt Number** __________________________