

Daily Cash Sheet

Beginning Cash On Hand \$ _____

Plus:

Total Daily Sales (Cash, Checks, & Charges) \$ _____

Collections on Accounts Receivable \$ _____

Other Cash Receipts:

\$ _____

\$ _____

\$ _____

Total Other: \$ _____

Subtotal \$ _____

Less:

Charge Account Sales (included in Total Sales above) \$ _____

Total Cash to Account For: \$ _____

Cash Paid Out:

Cash Refunds \$ _____

Cash Returns \$ _____

Deposited To Bank \$ _____

Owner's Draw \$ _____

Misc. Expenses:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total Misc. Expenses: \$ _____

Total Cash Paid Out \$ _____

Cash on Hand Should Be (subtract Cash Paid Out from Cash To Account For) \$ _____

Cash on Hand - Actual Count \$ _____

Cash Over/Short (subtract CoH Should Be from CoH Actual) \$ _____