

Daily Cash Sheet

Date: _____ Period: _____

A. Opening Balance (opening change float) → \$

B. Collections (cash in) *all sales figures include sales tax collected or collectible*

Cash Sales (Cash Register Receipts) _____

Sales on Account (New A/C Receivables) _____

Gross Sales \$

ADD:

A/C Receivables Collected _____

Other Income Collected _____

LESS:

Sales Returns _____

Sales on Account _____

TOTAL Cash Collected → \$

Sales Tax Collected & Collectible _____

Total Sales Tax Refunded _____

C. Total Cash To Be Accounted For (A+B) → \$

D. Cash Disbursements (cash out)

Petty Cash Slips _____

Miscellaneous _____

TOTAL Cash Disbursed → \$

Total Sales Tax Paid Out _____

E. Net Cash (C-D) → \$

F. Actual Cash Count

Bills _____

Coins _____

Checks _____

Credit Card Slips _____

TOTAL Cash in Register or Till → \$

G. Cash Short or Over → \$

H. Opening Float Tomorrow → \$

I. Bank Deposit (F-H) → \$

Prepared BY: _____