

Sales and Cash Reconciliation Form (Elementary and Secondary Worksheet)

Location Code/School _____

Week-Ending _____

BANK DEPOSITS	WR2/5	MON	TUE	WED	THUR	FRI	SAT
Deposit Slip #1	17						
Deposit Slip #2	18						
Total Bank Deposit (Add Lines 17 &18)	32						
Deposit (Short) or (Over) (Subtract Line 32 from 16)	33						

USE THIS SECTION TO SUMMARIZE DAILY DEPOSITS: DEPOSIT MAKEUP

CURRENCY & COINS	MON	TUE	WED	THUR	FRI	SAT
Currency						
\$1.00						
\$5.00						
\$10.00						
\$20.00						
Sub-Total: Currency						
Coins						
\$0.50						
\$0.25						
\$0.10						
\$0.05						
\$0.01						
Sub- Total: Coins						
(A) Total : Currency & Coins						
(B) Till Worksheet (s) Total:						
Record the difference (A-B)						
Explain the difference:						