[Company name]

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Cash Reconciliation Sheet

Proving cash is correct: counted cash compared with the log, differences investigated and signed off.

Document	Cash Reconciliation Sheet
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Cash counted

Denomination	Count	Value
Notes - largest denomination		
Notes - second denomination		
Notes - smallest denomination		
Coins		

Total cash counted	
Counted by	**[Cash holder]**
Witnessed by	

Recorded balance

Opening balance	

[Company name]

Cash received (from the log)	
Cash paid out (from the log)	
Expected closing balance	
Period	**[Period]**

Difference

Cash counted	
Expected closing balance	
Difference	
Difference explained?	Yes / No

Investigation notes

Difference found: **[amount and whether over or short]**.

Cause found: **[cause, with evidence - receipt, recount, or transaction]**.

If no cause is found: **[who was informed and what was agreed]**.

Step	Done by	Date
Recount with a witness		
Check receipts against the log		
Inform the approver		

Sign-off

Cash holder signature and date	
Approver signature and date	**[Approver name]**
Reconciliation date	**[Reconciliation date]**

[Company name]

Next reconciliation date	

Checklist

Done	Check
	Cash is counted by denomination with a witness present.
	The counted total is compared with the recorded balance, not assumed to match.
	Differences are investigated, explained, and signed by the approver.