[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cash Reconciliation Sheet

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

Document: Cash Reconciliation Sheet
Prepared by: _____ **Owner:** _____

Version: 2.0
Date: _____ **Review date:** _____
Cash counted

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

Total cash counted: _____ **Counted by:** _____
Witnessed by: _____

Recorded balance
Opening balance: _____
Cash received (from the log): _____
Cash paid out (from the log): _____
Expected closing balance: _____
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		

[Company name]

Step	Done by	Date

Sign-off

Cash holder signature and date: _____

Approver signature and date: _____

Reconciliation date: _____

Next reconciliation date: _____

Checklist

[ ] 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.