Ashford Business Services Ltd

Cash Reconciliation Sheet

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

Document	Cash Reconciliation Sheet
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0
Date	**9 November 2026**
Review date	**9 November 2026**

Cash counted

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

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

Ashford Business Services Ltd

Recorded balance

Opening balance	
Cash received (from the log)	
Cash paid out (from the log)	
Expected closing balance	
Period	**November 2026**

Difference

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

Investigation notes

Difference found: **£45.00**.

Cause found: **Cause, with evidence - receipt, recount, or transaction as agreed at the meeting**.

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		

Ashford Business Services Ltd

Step	Done by	Date

Sign-off

Cash holder signature and date	
Approver signature and date	**Emma Clarke**
Reconciliation date	**9 November 2026**
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.