[Company name]

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Pharmacy daily cash reconciliation

Balance the till at the end of each day - cash, card and account sales reconciled to the register.

Day details

Pharmacy: _____

Date: _____

Prepared by: _____

Shift: _____

Sales by payment type

Payment type	Register total	Actual counted	Difference
Cash	[¤ amount]	[¤ amount]	[¤ amount]
Card	[¤ amount]	[¤ amount]	[¤ amount]
Account / credit	[¤ amount]	[¤ amount]	[¤ amount]
[Other, e.g. voucher]	[¤ amount]	[¤ amount]	[¤ amount]
Total	[¤ amount]	[¤ amount]	[¤ amount]

Cash breakdown

Denomination	Count	Value
[Notes, e.g. 50]	[Count]	[¤ value]
[Notes, e.g. 20]	[Count]	[¤ value]
[Coins, e.g. 1]	[Count]	[¤ value]
[Coins, e.g. 0.50]	[Count]	[¤ value]
Total cash		[¤ value]

Float and banking

Opening float: _____

Closing float retained: _____

Cash banked: _____

Banking reference: _____

Discrepancy explanation: _____

Sign-off

Counted by: _____ **Checked by:** _____ **Date:** _____