[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	[Pharmacy name]
Date	[Date]
Prepared by	[Staff name]
Shift	[Morning / evening / full day]

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	[¤ amount]
Closing float retained	[¤ amount]
Cash banked	[¤ amount]
Banking reference	[Reference]
Discrepancy explanation	[Explain any difference, or state none]

Sign-off

[Company name]

Counted by	Checked by	Date