

Form: Daily Summary of Cash Receipts

Description: Form for daily cash receipts summary

Daily Summary of Cash Receipts

Date: _____

Cash sales	
Sales tax	
TOTAL RECEIPTS	

Cash on hand

Cash in register (including unspent petty cash)

Coins	
Bills	
Checks	

TOTAL CASH IN REGISTER	
Add: Petty cash slips	
TOTAL CASH	

Less: Change and petty cash

Petty cash slips	
Coins and bills	
(unspent petty cash)	

TOTAL CHANGE AND PETTY CASH FUND	
TOTAL CASH RECEIPTS	