Daily Takings and Cash Reconciliation

Cash up consistently and record the difference every day, which is how a problem gets noticed in a week rather than in an audit.

Counting up at the end of the day: float, takings by method, what the till says, and the difference.

RECORD THE DIFFERENCE, ESPECIALLY WHEN IT IS NOT NIL
A shop that records the difference every day notices a problem in a week; one that does not notices it in an audit.

Business or till ____ Date ____ Counted by ____ Checked by ____

COUNTED

Denomination or method	Count or slips	Value	Denomination or method	Count or slips	Value

RECONCILIATION

	Cash	Card	Other	Total
float, takings, till reading, difference				

If the difference is not nil, say what you think happened