

CSC DAILY CASH BALANCE REPORT BY CASHIER

Batch Number: _____

INSTRUCTIONS:

The Cashier completes Part 1.

The Head Cashier attaches the tender to the form, enters the Batch # (above), and signs the form. If there is any discrepancy in the tenders the Head Cashier should complete Part 2 (shaded portion).

PART 1: CASH COUNT

COUNTY: _____

DATE: _____

CURRENCY/COINS	\$	_____
LESS CHANGE FUND (if applicable)	- \$	_____
NET CASH	\$	_____
NON-CASH (checks, money orders, etc.)	\$	_____
TOTAL	\$	<u>_____</u>

Cashier's Signature

PART 2: RECONCILIATION WITH THE TENDER:

-----TOTALS-----

	TOTALS FROM ABOVE	TENDER	DIFFERENCE
CASH	\$ _____	- \$ _____	\$ _____
NON-CASH	\$ _____	- \$ _____	\$ _____
TOTALS	\$ <u>_____</u>	- \$ <u>_____</u>	\$ <u>_____</u>

EXPLANATION FOR DISCREPANCY:
Subtract the tender totals from the totals from above. If the net difference is a negative, explain (in detail) the shortage. If the net difference is a positive, explain (in detail) the overage. Also explain (in detail) any difference in the tenders (even if the net difference is zero).

Head Cashier's Signature