

# CSC DAILY CASH BALANCE SUMMARY

**INSTRUCTIONS:**

The Head Cashier prepares this form by using the Daily Cash Balance Report(s) by Cashier Forms (AOC-FP-1400). Batch numbers and amounts should be copied from the AOC-FP-1400's. The deposit amount should be copied from the bank deposit slip. If there is a shortage or overage, route this form to the CSC for their signature. Once the signature is obtained, route the form to the Bookkeeper for their action and signature. Attach the AOC-FP-1400's to this form and retain.

COUNTY: _____	DATE: _____		
	CASH	NON-CASH	TOTAL
BATCH# _____	\$ _____	\$ _____	\$ _____
BATCH# _____	\$ _____	\$ _____	\$ _____
BATCH# _____	\$ _____	\$ _____	\$ _____
BATCH# _____	\$ _____	\$ _____	\$ _____
BATCH# _____	\$ _____	\$ _____	\$ _____
BATCH# _____	\$ _____	\$ _____	\$ _____
BATCH# _____	\$ _____	\$ _____	\$ _____
BATCH# _____	\$ _____	\$ _____	\$ _____
<b>CLOSED BATCH TOTALS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

OVERAGE/SHORTAGE	
*	Cash Overage (24690) \$ _____
*	Cash Shortage (17390) \$ _____
* (Obtain the CSC's signature and the Bookkeeper's initials if there is an overage or a shortage.)	

TOTAL FUND 10 DEPOSIT	
	CASH \$ _____
	NON-CASH \$ _____
	<b>TOTAL \$ _____</b>

**EXPLANATION:** Explain in detail any shortage or overage, noting the responsible Cashier(s) and amount(s).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Head Cashier's Signature

**Required if there is an overage or shortage:**

\_\_\_\_\_  
CSC's Signature

Reg O/S journal entry completed, Bookkeeper's initials and date: \_\_\_\_\_