WBCCI INTERNATIONAL CASHIER

Daily Cash Drawer Reconciliation Sheet

Date: _____

cash drawer starting amounts	
$0.01	
$0.05	
$0.10	
$0.25	
$0.50	
$1.00	
$2.00	
$5.00	
$10.00	
$20.00	
$50.00	
$100.00	
rolls	
total currency & coin	

must match

cash drawer ending amounts	
$0.01	
$0.05	
$0.10	
$0.25	
$0.50	
$1.00	
$2.00	
$5.00	
$10.00	
$20.00	
$50.00	
$100.00	
rolls	
total cash & coin	
cash paid out	–
this must match the yellow receipt total	
TOTAL	

_____ _____

cashier name (printed) cashier signature

CASHIER DAILY INTAKE TALLY SHEET

rally year/name/title

date of report

Committee	Items Sold	Cash	Check	Credit Card	Line Total
CASHIER	add'l guest for rally				
	upgrade to registration				
	new registration				
	Ladies' Tea				
	Installation Gala				
	Ronald McDonald tabs money				
	Charity 1:				
	Charity 2:				
	church				
CLUB STORE	daily sales				
COPY CENTER	copy charges (non-rally copies)				
GUEST BADGES	guest/day passes				
	extra meal ticket				
	new badges				
TOURS	tours sold				
KIDS	Common Cents				
	column totals				
				less credit cards	
				TOTAL DAILY DEPOSIT	