

RECONCILIATION OF DAILY SALES

Reconciliation of daily sales	Day		Date	
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Sales				
Takings per cash register tape			Sales per Z-total	1
A	GST-free sales			
	Input taxed sales			
	Taxable sales			
Cash & cheques in cash register				
B	Notes			
	Coins			
	Cheques		Total cash & cheques	2
Other sales				
C	Credit card			
	EFTPOS			
	Other		Total other sales	3
Cash payments from cash register				
D	Business purchases with GST in the price			
	Business purchases with no GST in the price (including GST-free)			
	Purchases for making input taxed sales			
	Cash payments to workers			
	Private cash drawings		Total outgoings	
E	Refund to customer (taxable)			
	Refund to customer (GST-free)		Total refunds	
			Total cash from cash register	4
			Beginning float	5
			Additional float	6
			TOTAL SALES (= 2 + 3 + 4 - 5 - 6)	7

Sales reconciliation		*Explanation
Cash register tape (Z-total)		
Less total sales		
Variation (1 minus 7)*		

SUMMARY CASH PAYMENTS BOOK

Month	Total payments	GST amount	Private use
July			
August			
September			
Subtotal			

October			
November			
December			
Subtotal			

January			
February			
March			
Subtotal			

April			
May			
June			
Subtotal			

Year total			
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SUMMARY CASH RECEIPTS BOOK

Month	Total receipts	GST amount
July		
August		
September		
Subtotal		

October		
November		
December		
Subtotal		

January		
February		
March		
Subtotal		

April		
May		
June		
Subtotal		

Year total		
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BANK RECONCILIATION

Name of business:		Period to: / /
Bank balance as per bank statement at / / 200_		\$
<i>Plus</i>	outstanding deposits*	
	Date / / \$	
	Date / / \$	
	Date / / \$	
	Total \$	→ + \$
Subtotal		= \$
<i>Less</i>	unpresented cheques**	
	Cheque no. \$	
	Cheque no. \$	
	Cheque no. \$	
	Cheque no. \$	
	Cheque no. \$	
	Cheque no. \$	
	Cheque no. \$	
	Total \$	→ - \$
Closing cash balance as per cash books***		= \$

* Money received by end of period and recorded in cash book, but not yet banked

** Cheques issued, but not yet shown on bank statement

*** If you maintain a running cash balance in your cash book, it should equal this figure if all amounts have been entered