

Daily Financial Reporting Template

Beginning Cash on Hand	\$0.00	
Plus:		
Total Daily Sales (cash, cheques, and charges)	\$0.00	
Collections on Accounts Receivable	\$0.00	
Other Cash Receipts:		
	<u>\$0.00</u>	
Subtotal		\$0.00
Less		
Charge Account Sales (included in Total Daily Sales above)		<u>\$0.00</u>
Total Cash to Account For		\$0.00
Cash Paid Out		
Cash Refunds	\$0.00	
Cash Returns	\$0.00	
Deposited to Bank	\$0.00	
Misc. Cash Expenses:	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	<u>\$0.00</u>	
Total Cash Paid Out		\$0.00
Cash on Hand to Bank		\$0.00
Cash on Hand - Actually Banked		\$0.00
Cash Over - (Short)		\$0.00

