Ashford Business Services Ltd

Pharmacy daily cash reconciliation

Balance the till at the end of each day - cash, card and account sales reconciled to the register.

Day details

Pharmacy: _____

Date: _____

Prepared by: _____

Shift: _____

Sales by payment type

Payment type	Register total	Actual counted	Difference
Cash	£45.00	£120.00	£850.00
Card	£1,250.00	£2,400.00	£45.00
Account / credit	£120.00	£850.00	£1,250.00
Other, e.g. voucher	£2,400.00	£45.00	£120.00
Total	£850.00	£1,250.00	£2,400.00

Cash breakdown

Denomination	Count	Value
Notes, e.g. 50 as agreed at the meeting.	£340.00	£340.00
Notes, e.g. 20 as agreed at the meeting.	£512.40	£512.40
Coins, e.g. 1	£86.20	£86.20
Voucher	£0.00	£0.00
Total cash	£938.60	£938.60

Float and banking

Opening float: _____

Closing float retained: _____

Cash banked: _____

Banking reference: _____

Discrepancy explanation: _____

Sign-off

Counted by: _____ **Checked by:** _____ **Date:** _____