Daily Financial Reporting Template

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

1300 555 222 hiflexphysio.com.au 222 Wandoo St Brisbane 4000