

### Daily Summary of Cash Receipts

<b>Date:</b>		
<b>Cash Sales</b>	<b>\$</b>	
<b>Sales Tax</b>	<b>\$</b>	
<b>Total Receipts</b>		<b>\$</b>

**Cash On Hand**  
**[Cash in register ( including petty cash)]**

<b>Coins</b>	<b>\$</b>	
<b>Bills</b>	<b>\$</b>	
<b>Checks</b>	<b>\$</b>	
<b>Total Cash In Register</b>		<b>\$</b>
<b>Add: Petty cash slips</b>		<b>\$</b>
<b>TOTAL CASH</b>		<b>\$</b>

**Less Change and Petty Cash**

<b>Petty cash slips</b>	<b>\$</b>	
<b>Coins and bills (Unspent petty cash)</b>	<b>\$</b>	
<b>TOTAL CHANGE AND PETTY CASH FUND</b>		<b>\$</b>
<b>TOTAL CASH RECEIPTS</b>		<b>\$</b>