



Daily Cash/Cash Receipt Reconciliation Form

Day: _____ Date: _____

POS Drawer – Circle One

- 1 1st drawer near Silver Sneakers
2 2nd drawer near Member Scanning
3 3rd drawer under Staircase
4 4th drawer by Exit to Fitness Area

Starting Cash Drawer/Bag @ \$100

Verification: Lead _____ Cashier _____

CASH Amount _____

___ x \$1 ___ x \$5 ___ x \$10 ___ x \$20
___ x Change

Start time: _____ ActiveNet login

Adjustments, Issues, Transaction Information

Horizontal lines for recording adjustments, issues, and transaction information.



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CLASS Daily Cash Report

Preview Daily Cash Report
Summarized/ NRHC/ POS drawer # / Start time

CASH _____
CHECK _____
VISA* _____
MC* _____
AMEX* _____
Discover* _____
Gift Card _____

Credit Subtotal (V+MC+AMEX+DIS) _____*

SUBTOTAL _____

End time: _____ ActiveNet logout

Daily Revenue: Actual Amount Received

Amount in CASH _____
___ x \$1 ___ x \$5 ___ x \$10 ___ x \$20
___ x Change

CHECK _____ CREDIT _____* GC _____

Amount Over _____ Amount Short _____

Subtotal _____

Verification: Lead _____ Cashier _____

Safe Drop: Cash/ Stamped Checks/ Credit Card
Receipts/ Completed Daily Cash Reconciliation Form in
color coded envelope

Ending Cash Drawer/ Bag @ \$100

Verification: Lead _____ Cashier _____

CASH Amount _____
___ x \$1 ___ x \$5 ___ x \$10 ___ x \$20
___ x Change

___ Dropped ___ Returned to Drawer

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