

VIRGINIA COMMONWEALTH UNIVERSITY
 DAILY CASH SETTLEMENT REPORT

DEPARTMENT VCU Department Name

DATE 2/8/02

CASH SETTLEMENT		CASH REGISTER SETTLEMENT	
Cash: \$100	<u>ϕ</u>	Cash Subtotal:	<u>250.63</u>
\$50	<u>ϕ</u>	Check Subtotal:	<u>ϕ</u>
\$20	<u>200.00</u>	Charge Subtotal:	<u>75.00</u>
\$10	<u>90.00</u>	TOTAL SALES:	<u>325.63</u>
\$5	<u>25.00</u>	Transaction Numbers:	
\$2	<u>ϕ</u>	Beginning No.	<u>0001</u>
\$1	<u>20.00</u>	Ending No.	<u>0005</u>
Coin:	<u>15.63</u>		
Cash Subtotal:	<u>350.63</u>		
Less Change Fund: <	<u>100.00</u>		
Total Cash On Hand:	<u>250.63</u>		
Checks:	<u>ϕ</u>		
Charges:	<u>75.00</u>		
TOTAL SALES:	<u>325.63</u>		

Cash Settlement Total Sales should equal Cash Register Settlement Total Sales. Any difference must be recorded as Over or Short.

OVER/SHORT: ϕ

Prepared By: Joan Doe
 Approved By: Joe Supervisor
 Date: 2/8/02

EXAMPLE