

**No 314 (City of Wollongong) Squadron
 Australian Air Force Cadets**

Daily Stocktake and Cash Reconciliation

Part 1 - Daily Stocktake

Date: _____

Description	Unit price (\$) (A)	Opening stock * (B)	Opening value (AxB)	Closing stock * (D)	Closing value (AxD)
Drinks - Coca Cola	1				
Drinks - Fanta	1				
Drinks - Lift	1				
Drinks - Pasito	1				
Drinks - Solo	1				
Chocolates - Crunchie	2				
Chocolates - Kit Kat	2				
Chocolates - Mars Bar	2				
Total (C):				Total (E):	

Expected takings (C-E)

\$ _____

Does the amount taken (F) match the expected takings?

YES / NO

If no, is F over or under?

OVER / UNDER

By how much?

\$ _____

Daily Cash Register Record

* B and D each require a physical count

	Quantity	Value
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$2.00		
\$1.00		
\$0.50		
\$0.20		
\$0.10		
\$0.05		
Total Cash (F):		

Opening stock counted by

Signature: _____

Name: _____

ADMINO

Closing stock counted by

Signature: _____

Name: _____

CANMAN

Totals completed by

Signature: _____

Name: _____

CANMAN

Opening stock count checked by

Signature: _____

Name: _____

CANMAN

Closing stock count checked by

Signature: _____

Name: _____

ADMINO

Totals checked by

Signature: _____

Name: _____

ADMINO

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Part 2 - Sundry Payments

Date: _____

Name	Reason	Receipt No		Cheques		Cash
Total (G):				Total (H):		

Daily Cash Register Record

H & I balance (YES/NO): _____

Difference (\$): _____

Canteen cash (label F): _____

Sundry cash (label I): _____

Sundry cheques (label G): _____

Total: _____

Accepted for banking by

Signature: _____

Name: _____

	Quantity	Value
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$2.00		
\$1.00		
\$0.50		
\$0.20		
\$0.10		
\$0.05		
Total Cash (I):		