

Hotel _____
GENERAL CASHIER' S DAILY CASH RECEIPT SUMMARY

DAY:.....DATE.....

		(1)		(2)		(3)		(4)		(5)	
DEPARTMENT	CASHIER	CASH REGISTER		PAID OUT		NET CASH		REMITTANCE		OVER(SHORT)	
Cash Received From Operation											
FRONT OFFICE											
	TOTAL										
F&B											
	TOTAL										
CASHIER'S GRAND TOTAL											

Cash Received From Other :											
CITY LEDGER											
	TOTAL										
OTHERS											
	TOTAL										
Grand Total Cash Received From Other											
PROFIT ON EXCHANGE											
TOTAL CASH RECEIVED											

CASH ON HAND B/F		
LESS DEPOSIT TO BANK		
LESS REFUND PETTY CASH		
CASH ON HAND C/F		

PAEPARED BY :

CHECKED BY :