Hotel_____.

DAILY CHEQUE/BANK RECEIPT SUMMARY

DAY:……..……DATE……..

Description		Cheque # / Bank	City Ledger		Deposit		Others		Remarks
Cheque Received From :	**Tax Inv.#**								
		Total Cheque Received							

Bank Transferred From :	Tax Inv.#	References	City Ledger		Deposit		Others		Remarks
Total Bank Transferred In									
		Grand Total							

Cheque on Hand Summary:

	Balance forward		
Plus	Today Cheque Received		
Minus	Today Deposit to Bank		
	Carry Forward		

PAEPARED BY :…….