



LEADERS HOLDING CO.TM

Est. 1971

Cash Drawer Reconciliation Form

\$100	.
\$50	.
\$20	.
\$10	.
\$5	.
\$1	.
25¢	.
10¢	.
5¢	.
1¢	.
Total	.
	-100.00
Deposit	.
Date	\ \20
Signature	
Deposit Created	Yes No

\$100	.
\$50	.
\$20	.
\$10	.
\$5	.
\$1	.
25¢	.
10¢	.
5¢	.
1¢	.
Total	.
	-100.00
Deposit	.
Date	\ \20
Signature	
Deposit Created	Yes No

The Deposit field on the form above should match your cash total received in NetSuite. See the 2.2.0 Make a Deposit / Reconcile Cash Procedure in the R: for further information.

- ✓ All Cash must be hidden every night
- ✓ When cash or checks total over \$2 a deposit must be made that night
- ✓ It is against company policy to keep a deposit on your person or in your vehicle.
Deposits must be driven directly to the bank