

# Daily Bank Deposit and Reconciliation to Day's Sales Sheet



## Purpose

To ensure all hotel revenues are properly accounted for, deposited in a timely manner, and reconciled daily against the Day's Sales Sheet to maintain financial accuracy and integrity.

## Scope

This procedure applies to all hotel General Managers and designated personnel responsible for cash handling, deposit preparation, and daily reconciliation.

## Policy

All cash, checks, and credit card transactions must be reconciled daily to the Property Management System (PMS) and Day's Sales Sheet.

Bank deposits must be made no later than every 7 days at a minimum. The General Manager (GM) is ultimately responsible for verifying accuracy, timeliness, and proper documentation.

DATE 9-9	DOLLARS	CENTS
CURRENCY	674	00
COIN	4	14
1 9/2	27	00
2 9/3	14	00
3 9/4	128	73
4 9/5	367	16
5 9/6	31	50
6 9/7	43	00
7 9/8	62	75
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PLEASE RE-ENTER TOTAL HERE	\$ 674	14

DEPOSIT SLIP INFORMATION: THIS SLIP IS VALID FOR 60 DAYS FROM THE DATE OF DEPOSIT. IF YOU LOSE THIS SLIP, YOU WILL NOT BE ABLE TO WITHDRAW THE FUNDS. THE DELAY OF WITHDRAWAL WILL BE YOUR RESPONSIBILITY. THE DELAY OF WITHDRAWAL WILL BE YOUR RESPONSIBILITY. THE DELAY OF WITHDRAWAL WILL BE YOUR RESPONSIBILITY.

09/09/25 10:19:59 AM Credited: 09/09/25  
 Teller: EE

Total Cash In:

DDA Deposit (84)  
 DDA ACCOUNT NUMBER: \*\*\*\*5  
 DEPOSIT AMT: \$674.14

Thanks for banking with us!

All items are subject to the conditions and rules on deposits slips and signatures cards. Deposits may not be available for immediate withdrawal.



SEPTEMBER 2025	1	2	3	4	5	6	7	8
Cash	0.00	27.00	14.00	128.73	367.16	31.50	43.00	62.75
Checks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Deposit	0.00	27.00	14.00	128.73	367.16	31.50	43.00	62.75