

Weekly Cash Report

Week of:

Cash on Hand Beginning:

	CASH IN		CHECKS IN		CASH OUT	
Week	Name	Amount	Name	Amount	Name	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
TOTAL						

Deposit #:
Deposit Date:
Deposit Amount:
Deposited by:
Signed:

Total Cash in	
+ Total Checks in	
+ Cash on Hand Beginning	
= Total Receipts	
- Total Cash Out	
= Balance on Hand	
- Bank Deposit	
= Cash on Hand Ending	