

AUTOMATED TELLER MACHINE (ATM) CASH BALANCE SHEET

1. ACTIVITY	2. DATE (YYYYMMDD)	3. ATM NUMBER
	(1) NUMBER OF BILLS	(2) AMOUNT IN CASH
4. CASH TO START		
a. \$20.00 BILLS		
b. \$5.00 BILLS		
c. TOTAL (4a + 4b)		
5. CASH ADDED TO ATM		
a. \$20.00 BILLS		
b. \$5.00 BILLS		
c. TOTAL (5a + 5b)		
6. GRAND TOTAL (4c + 5c)		
7. CASH REMAINING IN CASH CANNISTERS		
a. \$20.00 BILLS		
b. \$5.00 BILLS		
c. TOTAL (7a + 7b)		
8. CASH IN REJECT BIN		
a. \$20.00 BILLS		
b. \$5.00 BILLS		
c. TOTAL (8a + 8b)		
9. TOTAL CASH REMAINING (7c + 8c)		
10. TOTAL CASH DISPENSED (6 - 9)		
11. REPORTED CASH DISPENSED		
12. DIFFERENCE (+/- 10, 11)		
13. ACCOUNT FILE CASH BALANCE*		
14. ATM ON-LINE CASH BALANCE*		

* Use only if Commercial Banking system is installed on the ATM system.

15. REMARKS