



### DAILY BALANCING SHEET

TODAY'S PAYMENT TOTAL		\$ _____
FINAL CCARD BATCH TOTAL	\$ _____	(BATCH # _____)
ACTUAL DEPOSIT TO BANK	\$ _____	
PAID OUTS TOTAL (ATTACH RECEIPTS)	\$ _____	
ROOM DEPOSITS RECEIVED	\$ _____	PD OUT \$ _____
BILLING (ACCTS RECEIVABLE)	\$ _____ (CHG)	\$ _____ (PAYMENT RECEIVED)
TOTALS:	\$ _____	\$ _____
DIFFERENCE	\$ _____ (SHORT)	\$ _____ (OVER)

PLEASE ENSURE THAT ALL REFUNDS ON CC'S ARE INDICATED EXPLAINED ON THE NIGHT AUDIT.

NOTES TO MANAGEMENT \_\_\_\_\_