

# SAMPLE - ATM Balancing Sheet Form



**Start Date** (Date that you add cash to the ATM)   
**Start Time** (Time that you add cash to the ATM)   
**Start Cash** (Amount that you place in each cassette)

	<b>Cassette 1</b>	<input type="text" value="\$1,000"/>
		+
	<b>Cassette 2</b>	<input type="text" value="\$1,000"/>
		=
<b>Total Starting Cash</b>		<input type="text" value="\$2,000"/>

Settlement	Date	Time	Amount
	<input type="text" value="23/06/2003"/>	<input type="text" value="9.30am"/>	<input type="text" value="\$1,500"/>
	<input type="text"/>	<input type="text"/>	+
	<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>
	<input type="text"/>	<input type="text"/>	+
	<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>
	<input type="text"/>	<input type="text"/>	+
	<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>
	<input type="text"/>	<input type="text"/>	=
		<b>Total Cash Dispensed</b>	<input type="text" value="\$1,500"/>

**Remaining Cash**  
 (Count the notes remaining in the ATM)

	<b>Cassette 1</b>	<input type="text" value="\$180"/>
		+
	<b>Cassette 2</b>	<input type="text" value="\$200"/>
		+
	<b>Reject Bin</b>	<input type="text" value="\$120"/>
		=
<b>Total Remaining Cash</b>	<b>A</b>	<input type="text" value="\$500"/>
		+
<b>Total Cash Dispensed</b>	<b>B</b>	<input type="text" value="\$1,500"/>
		-
<b>Total Starting Cash</b>	<b>C</b>	<input type="text" value="\$2,000"/>
		=
<b>Difference</b>	<b>Equals A + B - C</b>	<input type="text" value="\$0.00"/>

(Start Cash - Settlement Amount/s = Remaining Cash)

Please physically count the money before filling the ATM and after settling the ATM