

Store Closing Financial Summary Sheet

STORE INFORMATION

Store Name	
Location/Address	
Store Number/ID	
Date of Closure	

SUMMARY OF CASH ON HAND

Description	Amount
Beginning Cash Balance	
Sales (Final Day)	
Other Receipts	
Less: Paid Outs	
Total Cash on Hand	

INVENTORY SUMMARY

Inventory Category	Quantity	Value
Sellable Inventory		
Damaged/Unsellable Inventory		
Total Inventory Value		

OUTSTANDING LIABILITIES

Description	Amount
Vendor Payments Due	
Utilities	
Employee Wages	
Other	
Total Outstanding Liabilities	

ASSET DISPOSAL SUMMARY

Asset	Disposal Method	Estimated Value
Fixtures		
Equipment		

Other		
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NOTES / ADDITIONAL COMMENTS:

Store Manager Signature / Date

Accountant/Reviewer Signature / Date