

End-of-Shift Cash Balancing Report

Date

Shift

Cashier Name

Supervisor Name

Opening Balance

Cash at Start of Shift

Cash Transactions

Description	Amount	Notes
Sales		
Receipts		
Cash Paid Out		
Other (Specify)		

Closing Balance

Cash at End of Shift

Difference

Overage / Shortage

Notes / Comments

Cashier Signature

Supervisor Signature

Date
