

# 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