Cash Register Balancing Checklist

Date: [   ]   Register #: [Register ID   ]

Employee Name: [Enter name   ]   Shift: [e.g., Morning   ]

1. Beginning Cash Count

Denomination	Count	Total
Bills - $100	[ ]	
Bills - $50	[ ]	
Bills - $20	[ ]	
Bills - $10	[ ]	
Bills - $5	[ ]	
Bills - $1	[ ]	
Quarters	[ ]	
Dimes	[ ]	
Nickels	[ ]	
Pennies	[ ]	

Total Beginning Cash

2. Receipts & Transactions

Transaction Type	Amount ($)
Total Sales	[ ]
Credit/Debit Card Sales	[ ]
Check Sales	[ ]

Refunds/Returns		
Paid Outs		
Other		

3. Ending Cash Count

Denomination	Count	Total
Bills - $100		
Bills - $50		
Bills - $20		
Bills - $10		
Bills - $5		
Bills - $1		
Quarters		
Dimes		
Nickels		
Pennies		

Total Ending Cash

4. Balancing & Discrepancy

Description	Amount ($)
Expected Cash	
Actual Cash Counted	
Difference/Discrepancy	

5. Notes & Comments

Enter any observations, discrepancies or relevant comments here...

Employee Signature

_____

Manager Signature

_____