

# **Daily Cashier Cash Count and Balancing Statement**

Date:

Cashier Name:

Shift:

Supervisor:

## **Cash Count**

Denomination	Quantity	Total Amount
Coins		
â,±1		
â,±5		
â,±10		
Bills		
â,±20		
â,±50		
â,±100		
â,±200		
â,±500		
â,±1000		
Total Cash		

## **Balancing Statement**

Beginning Cash

Add: Total Collection

Less: Disbursement

Expected Cash on Hand

Actual Cash Count

Over / (Short)

Cashier Signature

Supervisor Signature

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Date