

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

Date