

Cash Over and Short Report

Retail Environment

Store Name

Date

Shift

Prepared By

Description	Amount (â,±)
Opening Cash	
Cash Sales	
Total Cash Available	
Less: Cash Deposited	
Less: Petty Cash Used	
Expected Cash on Hand	
Actual Cash Counted	
Cash Over/(Short)	

Remarks / Explanation:

Prepared By

Verified By

Approved By