

Retail Cashier Cash Drawer Balancing Sheet

Date

YYYY-MM-DD

Cashier Name

Enter cashier name

Shift

Morning/Afternoon/Evening

Cash Count	Quantity	Amount
Hundred Bills (100)		
Fifty Bills (50)		
Twenty Bills (20)		
Ten Bills (10)		
Five Bills (5)		
One Bills (1)		
Coins		
Total Cash Counted		

Other Payments	Amount
Checks	
Credit Cards	
Gift Cards	
Other	
Total Non-Cash	

Description	Amount
Starting Cash (Float)	
Sales Total (Register Reading)	
Total Cash (+ Non-cash)	
Over/Short	

Notes/Comments

Additional notes...

Cashier Signature

Supervisor Signature