

Retail Shift Closing Cash Summary Sheet

Store Name: _____

Date: _____

Shift: _____

Cashier: _____

Opening Cash

Denomination	Quantity	Amount
â,±1,000		
â,±500		
â,±100		
â,±50		
â,±20		
Coins		
Total Opening Cash		

Cash Sales / Receipts

Description	Amount
Total Cash Sales	
Other Receipts	
Total Cash Received	

Cash Count at Closing

Denomination	Quantity	Amount
â,±1,000		
â,±500		
â,±100		
â,±50		
â,±20		
Coins		
Total Cash Counted		

Summary

Expected Cash (Opening + Cash Sales)	
Actual Cash Counted	

Variance (+/-)	
Remarks	

Cashier's Signature

Supervisor's Signature

Date & Time