Cash drawer count sheet

Business name: _____ **Till or register:** _____

Date: _____ **Shift:** _____ **Currency:** _____

Close the till to sales first. Write the notes and coins of your currency in the first column. For each one, write the number of pieces and the amount, then what stays in the till as the float and what goes to the bank. Then fill in the reconciliation from the register report.

Denomination	Counted (pieces)	Counted amount	Float left (pieces)	Float amount	To bank (amount)
Notes					
Coins					
Total					

Reconciliation	Amount	Note
A Cash counted (total of the Counted amount column)		
B Float at the start of the shift		
C Cash sales on the register report		
D Cash paid out from the till (with receipts)		
E Expected cash: B + C - D		
F Difference: A - E (over +, short -)		
G Cash to bank (total of the To bank column)		

Reason for the difference:

_____

_____

_____ _____ _____

Counted by (name, signature) Witness (name, signature) Time