

Company Name: _____

Daily Balancing Sheet

Day _____ Date _____

Coins

\$0.50 _____
\$0.25 _____
\$0.10 _____
\$0.05 _____
\$0.01 _____
Total _____

Cash Register Sales

Sales _____
Sales _____
Sales _____
Sales _____
Sales _____
Sales _____
Sales _____
Sales _____
Sales _____
Sales _____

Currency

\$100 _____
\$50 _____
\$20 _____
\$10 _____
\$5 _____
\$2 _____
\$1 _____
Total _____

Tax _____
Total _____
Less Pay outs:

Credit card total _____
Check Total _____
Gift Card Rec'd _____
Coupons Rec'd _____
Total Money Rec'd _____
Less: Beginning Cash _____
Net \$\$ _____
Less: Credit Cards _____
Net deposit _____
Net Sales _____
Over/Short _____

Total Payouts _____

Net Sales _____

Notes:

Cashier Name: (print please) _____

Cashier Signature: _____