

Cash Counting Balance Sheet

Date:
Shift Start Time:
Shift End Time:

Cashier:
Department:
Cash Drawer:

Denomination	Starting Totals		Closing Totals	
	Quantity	Total Value	Quantity	Total Value
Coins				
£ 0.01		£		£
£ 0.02		£		£
£ 0.05		£		£
£ 0.10		£		£
£ 0.20		£		£
£ 0.50		£		£
£ 1.00		£		£
£ 2.00		£		£
Total		£		£

Banknotes	Starting Totals		Closing Totals	
	Quantity	Total Value	Quantity	Total Value
£ 5		£		£
£ 10		£		£
£ 20		£		£
£ 50		£		£
Total		£		£

Vouchers & Coupons	Starting Totals		Closing Totals	
	Quantity	Total Value	Quantity	Total Value
1.		£		£
2.		£		£
3.		£		£
4.		£		£
5.		£		£
Total		£		£

Total **Total Starting Value:** **Total Closing Value:**

Additional Comments

Counted by: _____ Signature for approval: _____
Approved by: _____