**Daily Cash Register Log**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Cashier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Shift Time: ☐ Morning ☐ Afternoon ☐ Evening**

## **1. Opening Cash Count**

* **Starting Cash Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Initial Verification By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **2. Cash Register Transactions**

| **Date** | **Transaction Description** | **Amount In ($)** | **Amount Out ($)** | **Cash Balance ($)** |
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## **3. End-of-Shift Balancing**

**☐ Cash Register Balanced ☐ Shortage ☐ Overages**

* **Total Sales: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Total Cash Collected: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Amount Deposited: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Closing Cash Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cashier Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Manager Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**