

# 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 (\$)

## 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: \_\_\_\_\_