

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 \_\_\_\_\_ 0

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cashier Name: (print please) \_\_\_\_\_

Cashier Signature: \_\_\_\_\_