

Cashier's Recap Sheet

Register No. _____ Location _____ Date _____

Work Period _____ Shift _____ Cashier _____

Cash Bank:

Coins

Quantity	Type	Amount
	25¢	
	10¢	
	5¢	
	1¢	

Currency

Quantity	Type	Amount
	\$20	
	\$10	
	\$5	
	\$1	

Total coins: _____

Total currency: _____

Total cash bank (coins + currency) _____

Breakdown of Deposit:

Coins

Quantity	Type	Amount
	25¢	
	10¢	
	5¢	
	1¢	

Currency

Quantity	Type	Amount
	\$20	
	\$10	
	\$5	
	\$1	

Total coins: _____ (A)

Total currency: _____ (B)

Total coins: _____ (A)

Ending register balance: _____ (D)

Total currency: _____ (B)

Beginning register reading: _____ (E)

Total checks: _____ (C)

Total register sales (D - E): _____

(see attached tape)

Overage (+) _____

Total receipts: _____

Shortage (-) _____

(A + B + C)

Total cash deposit: _____

Verified by: _____

Date: _____

Cashier: _____