

CASH DRAWER BALANCE SHEET

- 1. CURRENCY \$ _____
- 2. COINS \$ _____
- 3. CHECKS \$ _____
- 4. CREDIT CARDS \$ _____
- 5. SUBTOTAL (Add Lines 1-4) \$ _____
- 6. LESS CHANGE FUND = Starting amount in drawer \$ _____
- 7. ALL CASH RECEIPTS = Line 5 minus line 6 \$ _____
- 8. RECEIPTED AMOUNT \$ _____
- 9. CASH - OVER/SHORT:
 - A. No Difference Between Lines 7 & 8 = 0
 - B. Line 7 Is Greater Than Line 8 = Over
 - C. Line 7 Is Less Than Line 8 = Short \$ _____

Comments:

I certify that the above funds represent all monies in my possession for which I am responsible.

Name: _____ Date: _____

Verified By: _____