

FOR THE CASHIER

Daily Deposit Work Sheet

DATE: _____

At the start of each day turn the register key to [X] position and press the [TOTAL KEY] and enter that amount on line 2 below. At the end of the day repeat this process and enter that total on line 1 below. Attach beginning of day and ending of day [X] reports to this sheet.

1	X TOTAL [ST] AT THE END OF THE DAY	\$ 3,250.75
2	X TOTAL [ST] AT THE BEGINNING OF THE DAY	\$ (1,825.95)
3	SUBTRACT LINE 2 FROM LINE 1 = SALES FOR THE DAY	\$ 1,424.80

MONEY IN THE CASH REGISTER

A	TOTAL AMOUNT OF ALL CHECKS	\$ 630.00
B	TOTAL AMOUNT OF ALL COINS	\$ 13.80
C	\$50.00 dollar bills _____ x \$50.00 =	
D	\$20.00 dollar bills -- <u>12</u> x \$20.00 =	\$ 240.00
E	\$10.00 dollar bills -- <u>32</u> x \$10.00 =	\$ 320.00
F	5.00 dollar bills -- <u>44</u> x \$ 5.00 =	\$ 220.00
G	1.00 dollar bills -- <u>76</u> x \$ 1.00 =	\$ 76.00
H	Kids' Bucks -- <u>25</u> x \$ 1.00 =	\$ 25.00
4	TOTAL OF THE ABOVE (Add amounts in A thru H above)	\$ 1,524.80
5	ENTER AMOUNT OF CASH YOU BEGAN WITH	\$ (100.00)
6	MONEY FROM TODAY'S SALES (Subtract Line 5 from Line 4)	\$ 1,424.80
7	CASH REGISTER (SHORT) or LONG (Subtract Line 6 from Line 3)	\$ 0.00

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1	X TOTAL [ST] AT THE END OF THE DAY	\$
2	X TOTAL [ST] AT THE BEGINNING OF THE DAY	\$
3	SUBTRACT LINE 2 FROM LINE 1 = SALES FOR THE DAY	\$

MONEY IN THE CASH REGISTER

A	TOTAL AMOUNT OF ALL CHECKS	\$
B	TOTAL AMOUNT OF ALL COINS	\$
C	\$50.00 dollar bills -- _____ x \$50.00 =	\$
D	\$20.00 dollar bills -- _____ x \$20.00 =	\$
E	\$10.00 dollar bills -- _____ x \$10.00 =	\$
F	\$ 5.00 dollar bills -- _____ x \$ 5.00 =	\$
G	\$ 1.00 dollar bills -- _____ x \$ 1.00 =	\$
H	Kids' Bucks -- _____ x \$ 1.00 =	\$
4	TOTAL OF THE ABOVE (Add amounts in A thru H above)	\$
5	ENTER AMOUNT OF CASH YOU BEGAN WITH	\$
6	MONEY FROM TODAY'S SALES (Subtract Line 5 from Line 4)	\$
7	CASH REGISTER (SHORT) or LONG (Subtract Line 6 from Line 3)	\$