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 begining of day and ending of day [X] reports to this sheet.

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)**	$