Shop shift cash reconciliation log

Site / team: _____ Period: _____

Date / till / shift	Opening float	Cash sales	Cash refunds	Cash paid out	Cash drops	Other cash in	Expected close	Actual count	Variance / explanation	Prepared / reviewed by

This blank log does not calculate balances or connect to a till. Separate card payments from cash and avoid counting a movement twice if the POS report already nets it. Adapt the fields to your documented cash-handling process.