



# DAY END TALLY SHEET

|                              |  |           |          |                    |         |                   |  |
|------------------------------|--|-----------|----------|--------------------|---------|-------------------|--|
| DATE:                        |  | LOCATION: |          | TERMINAL:          |         | SHIFT:            |  |
| CASHIER'S FULL NAME (PRINT): |  |           |          |                    |         |                   |  |
| MANAGER'S FULL NAME (PRINT): |  |           |          |                    |         |                   |  |
| <b>BAG VERIFICATION</b>      |  |           |          |                    |         |                   |  |
|                              | OPENING TOTALS   | MGR INT   | CSH INT  | CLOSING TOTALS     | MGR INT | CSH INT           |  |
| CASHIER "A" BAG \$350        |  |           |          |                    |         |                   |  |
| CASHIER "B" BAG \$350        |  |           |          |                    |         |                   |  |
| MANAGER'S CHANGE BAG \$1800  |  |           |          |                    |         |                   |  |
| <b>DEPOSITS</b>              |  |           |          |                    |         |                   |  |
| TENDERS                      | TOTALS   | MGR INT   |          | CASH DEPOSITS      | MGR INT |                   |  |
| CASH                         |  |           | \$100s   |                    |         |                   |  |
|                              |  |           | \$50s    |                    |         |                   |  |
|                              |  |           | \$20s    |                    |         |                   |  |
| CHECK                        |  |           | \$10s    |                    |         |                   |  |
|                              |  |           | \$5s     |                    |         |                   |  |
|                              |  |           | \$1s     |                    |         |                   |  |
| PAID OUTS                    | AMOUNT   |           | CATEGORY |                    |         |                   |  |
|                              |  |           |          |                    |         |                   |  |
|                              |  |           |          |                    |         |                   |  |
|                              |  |           |          |                    |         |                   |  |
| BAG #S                       |  |           |          |                    |         |                   |  |
| COMMENTS                     |  |           |          |                    |         |                   |  |
| GROUP ME                     | POST END OF DAY GIFT CARD/GIFT BOOK TOTALS ON GROUP ME |           |          |                    |         | INITIAL ONCE DONE |  |
| CASHIER SIGNATURE:           |  |           |          | MANAGER SIGNATURE: |         |                   |  |