Cash-up sheet

One sheet per till, per shift. On screen, type in the light-coloured cells: the grey ones work themselves out.

Date:		**Shift:**		**Till:**	
Opened by:			**Closed by:**		

1. Cash count by denomination

Notes and coins	How many	Value
£50 notes		
£20 notes		
£10 notes		
£5 notes		
£2 coins		
£1 coins		
50p		
20p		
10p		
5p		
2p		
1p		
Total counted		

2. Paid-outs and cash added

Paid-outs with receipt (−)	Amount
Total paid-outs	
Cash added that isn't a sale (+)	**Amount**
Total cash added	

3. Reconciliation by payment method

Line	Cash	Card	Bank transfer	Other
Opening float		—	—	—
Sales according to the system				
Cash added that isn't a sale (+)		—	—	—
Paid-outs with receipt (−)		—	—	—
Tips taken by this method (+)				
Expected				
Counted, card machine report or bank				
Difference (counted − expected)				

For cash, add tips only if they stay in the drawer. A positive difference is an over; a negative one, a short.

4. Tips (kept separate)

Cash tips counted separately	
Tips taken by payment method	
Total tips for the shift	

5. Sales, float and banking

Shift sales (excluding tips)	
Float for the next shift	
Cash to bank or safe	

Cash to bank or safe = cash counted − float for the next shift − cash tips that were in the drawer.

6. Explanation for each difference

Cashed up by (signature)

Checked by (signature)

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