

Retail Store Safe & Deposits Closing Checklist

Date:

Store Location:

Closer Name:

Closing Time:

☐

Counted all cash in each register till and recorded totals accurately.

☐

Counted and recorded the safe balance.

☐

Prepared daily bank deposit with validated documentation.

☐

Secured deposit bag in designated safe location.

☐

Completed and dropped deposit envelope where applicable.

☐

Stored all cash receipts, slips, and related paperwork.

☐

Confirmed safe is locked and secured before leaving.

☐

Reported any discrepancies or issues to management.

Notes / Comments:

Employee Signature:

Manager Initials: