

Boutique Daily Cash Drawer Reconciliation Sheet

Date

Employee Name

Shift

Opening Cash

Amount at Start of Day

Notes

Received Payments

Payment Type	Amount
Cash Sales	<input type="text"/>
Card Sales	<input type="text"/>
Other	<input type="text"/>

Cash Drawer Breakdown

Denomination	Quantity	Total
\$100	<input type="text"/>	<input type="text"/>
\$50	<input type="text"/>	<input type="text"/>
\$20	<input type="text"/>	<input type="text"/>
\$10	<input type="text"/>	<input type="text"/>
\$5	<input type="text"/>	<input type="text"/>
\$2	<input type="text"/>	<input type="text"/>
\$1	<input type="text"/>	<input type="text"/>
Coins	<input type="text"/>	<input type="text"/>
Total Cash		<input type="text"/>

Additional Details

Petty Cash Used

Cash Withdrawals/Deposits

Discrepancies

Comments/Notes

Manager Signature

Date