

Apparel Store End-of-Day Cash Checklist

Date

Prepared By

Store Location

Checklist

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All cash in the register is counted and recorded

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All sales receipts are organized and totaled

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Bank deposit slip prepared (if applicable)

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Any cash/transaction discrepancies noted

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Cash secured in safe or as per store policy

Total Sales for the Day

Total Cash Counted

Cash to be Deposited

Notes / Comments