

Flower Shop Till Audit Checklist

Audit Information

Date		Auditor Name	
Time		Location/Branch	

Checklist

Item	Checked	Comments
Opening till cash counted correctly	<input type="checkbox"/>	
Receipts stored and organized properly	<input type="checkbox"/>	
All sales recorded in system	<input type="checkbox"/>	
Petty cash transactions logged and balanced	<input type="checkbox"/>	
Card payments reconciled	<input type="checkbox"/>	
End of day till cash counted and matched to sales	<input type="checkbox"/>	
Shortages/overages investigated	<input type="checkbox"/>	
Till drawer secure & access limited	<input type="checkbox"/>	

Notes / Actions Required