# Cash Register Opening, Closing, and Variance Form

Shifts and cash · Daily

## Day and till

| | |
|---|---|
| Business name | Date |
| Shift | Cashier |
| Opening balance (TRY) | Cash sales (TRY) |
| Cash expenses (TRY) | Cash transferred to safe (TRY) |
| Expected cash drawer (TRY) | Counted cash drawer (TRY) |
| Variance (TRY) | Z report cash figure (TRY) |

## Reconciliation

| Question | Yes | No | Initials | Notes |
|---|---|---|---|---|
| Does the opening balance agree with the previous close? | ☐ | ☐ | | |
| Was the cash sales figure taken from the Ritapos report? | ☐ | ☐ | | |
| Has the cash expense receipt been attached to the form? | ☐ | ☐ | | |
| Was the expected amount calculated correctly? | ☐ | ☐ | | |
| Was the count performed by two people? | ☐ | ☐ | | |
| If the variance is not zero, has an explanation been recorded? | ☐ | ☐ | | |
| Does the Z report cash figure agree with the counted amount? | ☐ | ☐ | | |
| Have card payments been kept out of the cash figure on this sheet? | ☐ | ☐ | | |
| Has the cash drawer been locked? | ☐ | ☐ | | |
| Is there enough spare change? | ☐ | ☐ | | |

## Variance explanation

## Signature

Cashier signature

Authorised manager signature

Time

This form is an educational checklist. It does not change your local authority, food registration, or occupational health and safety obligations. Confirm local requirements in writing.