

TILL Count Sheet

- View Reports – Shift Totals by Tender type – REGISTER # – Write figures – Count Draw
- End of Day – Tender Declaration - Enter Cash Count and Gift Voucher Total

TRADING DATE	TILL #	TOTAL CASH	CHEQUES	Gift Vouchers

COINS	\$ OF COINS		BANKING	No #	\$
5c					
10c			GET SAFE DROP		
20c					
50c			5c		
\$1			10c		
\$ 2			20c		
			50c		
TOTAL			\$1		
			\$ 2		
\$ COINS OUT			COIN TOTAL		
COINS =					
			\$5		
\$200 – coins =			\$10		
			\$20		
\$5			\$50		
\$10			\$100		
\$20			NOTE TOTAL		
NOTES TOTAL			DEPOSIT TOTAL		
DRAW TOTAL			Variance		

COUNTED BY	ACTUAL TOTAL OF CHEQUES	CHEQUES \$ MATCH SHIFT REPORT Y /N	TOTAL DEPOSIT	GIFT VOUCHER MATCH SHIFT REPORT	

END OF DAY TENDER DEC DONE	END OF DAY SETTLE EFT DONE	END OF DAY CLOSE SHIFT DONE	RM or PIC Signature to Approve Variance