Cash Float and Till Count Sheet

Count a drawer properly and record the variance, so a pattern of small differences becomes visible instead of being quietly absorbed.

Counted at open, counted at close, reconciled against what the till says — with the difference written down rather than absorbed.

WRITE THE DIFFERENCE DOWN
The point of a till sheet is the variance line. A drawer that is twenty out every Friday is telling you something, and it only becomes visible when somebody writes the difference down instead of quietly making it up. No float figure is printed here — that is your decision and your business's.

Business or site ______ Till or drawer ______ Date ______ Shift ______

COUNT

Denomination	Opening — number	Opening — value	Closing — number	Closing — value

Total cash counted ______ Less float retained ______ Cash to bank ______

RECONCILIATION

Till reading — cash ______ Card takings ______ Other tender ______ Paid out ______ Refunds ______ Expected cash ______

Actual cash ______ Difference over or short ______ Explained by ______

Counted by ______ Checked by ______ Date ______