



Cashout Sheet

Till Tape & Receipts

Cash Drawer

Sales ... (attach till tape)

_____ 1] _____ . ____
 _____ 2] _____ . ____
 _____ 3] _____ . ____
 _____ 4] _____ . ____
 GST collected 5] _____ . ____
 PST collected 6] _____ . ____
 Gross sales (add 1 thru 6) 7] _____ . ____
 Received on account 8] _____ . ____
 (add 7 plus 8) 9] _____ . ____

Non-Cash Sales ...

Sales on account 10] _____ . ____
 Other:
 _____ 11] _____ . ____
 _____ 12] _____ . ____
 (add 10 thru 12) 13] _____ . ____
 Net cash received (subtract 13 from 9) 14] _____ . ____

Cash Expenses ... (attach receipts)

Account	Amount
_____	15] _____ . ____
_____	16] _____ . ____
_____	17] _____ . ____
_____	18] _____ . ____
GST on cash expenses	19] _____ . ____
Total cash expenses	(add 15 thru 19) 20] _____ . ____

Total (subtract 20 from 14 and transfer to 22 in right column) _____ . ____

Total cheques received 1] _____ . ____

Credit card receipts ...

MasterCard 2] _____ . ____
 Visa 3] _____ . ____
 American Express 4] _____ . ____
 Interact 5] _____ . ____
 _____ 6] _____ . ____
 Total credit card receipts (add 2 thru 6) 7] _____ . ____

Cash ...

\$ ____ x _____ 8] _____ . 00
 ____ x _____ 9] _____ . 00
 20.⁰⁰ x _____ 10] _____ . 00
 10.⁰⁰ x _____ 11] _____ . 00
 5.⁰⁰ x _____ 12] _____ . 00
 2.⁰⁰ x _____ 13] _____ . 00
 1.⁰⁰ x _____ 14] _____ . 00
 .25 x _____ 15] _____ . ____
 .10 x _____ 16] _____ . ____
 .05 x _____ 17] _____ . ____
 .01 x _____ 18] _____ . ____

Total cash (add 8 thru 18) 19] _____ . ____
 Cash float for tomorrow 20] _____ . ____

For deposit (1 + 7 + 19 - 20) 21]

Total from left column 22] _____ . ____

Cash over / (short) (subtract 22 from 21) _____ . ____

Comments...

Initials	Date

Comments...

Initials	Date