

Daily takings sheet

Free daily takings sheet template in PDF and Excel. Reconciles cash, card and other payments against the till report, with variance, float and banking fields.

VENUE / SITE	TRADING DATE	DUTY MANAGER	COUNTED WITH (SECOND PERSON)

CASH COUNTED

Notes counted (total)	
Coin counted (total)	
Total cash in drawer	
Less opening float	
Net cash takings	
Cash tips held separately (not takings)	

CARD AND OTHER PAYMENTS

Card terminal 1 – settlement total	
Card terminal 2 – settlement total	
Mobile or contactless device total	
Online and delivery platform sales	
Account or invoiced sales	
Vouchers and gift cards redeemed	
Deposits taken for future bookings (excluded from today's sales)	

TILL REPORT

Gross sales per till report	
Refunds and voids (with reason)	
Discounts applied	
Comps and staff meals	
Net sales per till report	
Covers / transactions	
Average spend per cover	

RECONCILIATION

Total payments counted (cash + card + other)	
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Net sales per till report

Variance (counted – till)

Explanation for any variance

BANKING AND CLOSE

Cash banked or bagged for collection

Bag or reference number

Float set aside for tomorrow

Cash left in safe

Duty manager signature

Second person signature

Reviewed by owner or accounts (date)

Count the cash before you look at the till report, with two people signing the count.

Deposits for future bookings are money held, not sales taken today. Keep them on their own line.

Write an explanation beside every variance the same day. A variance found weeks later is an investigation, not a query.