



**Daily Cash Out and Closing Sheet**

Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cash in Drawer at start of shift:   \$ \_\_\_\_\_

- Amount of Payouts:       *(subtract)*   \$ \_\_\_\_\_

Amount Due in Cash Turn In:   \$ \_\_\_\_\_  
(Attach all receipts and batch report)

Cash in Drawer at end of shift:   \$ \_\_\_\_\_

Who opened today?                   \_\_\_\_\_

Who is closing today?               \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Updated the daily log with any maintenance issues or customer issues (communication is key!)
- Cleaned (sweep and CLEAN with bleach) all bathrooms
- Close pool area and do pool check
- Be descriptive to make the accounting office happy!
- Locked all doors, shed, Ice machine, poolroom, and golfcart

Please Sign Here Once Complete: \_\_\_\_\_