



Retail Cash Handling & Register Audit Checklist 2026

Shift Start: Register Setup & Float Verification

Procedures for verifying the starting cash float, ensuring denominations are correct, and confirming the register is ready for transactions.

Audit Date

Shift Start Time

Starting Float Amount

Denomination Verification

- ☐ Bills (\$1, \$5, \$10, \$20, \$50, \$100)
- ☐ Coins (Quarters, Dimes, Nickels, Pennies)
- ☐ Checks/Vouchers

Register/Till Number

- ☐ Register 01
- ☐ Register 02
- ☐ Register 03
- ☐ Mobile POS/Tablet

Cashier Acknowledgment

Supervisor Verification

Transaction Monitoring & Compliance

Checks for proper receipt printing, transaction voids, refunds, and ensuring all discounts or coupons are applied correctly.

Transaction Type Audit

- ☐ Standard Sale
- ☐ Refund/Return
- ☐ Voided Transaction
- ☐ Store Credit Issued

Total Number of Voids Processed

Enter a number...

Compliance Checkpoints Verified

- ☐ Receipt provided to customer
- ☐ Manager override used for returns
- ☐ Discount/Coupon validated
- ☐ Correct tax applied

Notes on Transaction Discrepancies

Write something...

Auditor Verification

Cash Drawer Security & Handling Protocols

Audit of drawer security measures, including drawer closure between transactions, limits on cash on hand, and authorization for cash drops.

Drawer Security Status

- ☐ Secure and Locked
- ☐ Tampered or Damaged

Current Cash Amount in Drawer

Enter a number...

Security Protocols Followed

- ☐ Cash drawer closed after every transaction
- ☐ Drawer remains out of sight from customers
- ☐ High-value bills moved to safe regularly
- ☐ No unauthorized personnel accessing the drawer

Notes on Security Observations

Write something...

Cashier Attestation

Payment Method Verification

Verification of credit card terminal totals, gift card balances, mobile payment accuracy, and processing of all non-cash denominations.

Total Credit Card Transactions Count

Enter a number...

Total Gift Card Value Redeemed

Enter a number...

Payment Methods Processed

- ☐ Credit/Debit Card
- ☐ Cash
- ☐ Mobile/Contactless (Apple/Google Pay)
- ☐ Gift Card
- ☐ Store Credit/Vouchers

Total Cash/Check Discrepancy

Enter a number...

Notes on Payment Discrepancies

Write something...

Auditor Verification

Cash Drop & Safe Deposit Procedures

Steps for transferring excess cash from the register to the store safe, including dual-signature verification and log entry.

Time of Cash Drop

Enter time...

Total Amount Dropped (\$)

Enter a number...

Denominations Included

- ☐ \$100
- ☐ \$50
- ☐ \$20
- ☐ \$10
- ☐ \$5
- ☐ \$1
- ☐ Coins

Safe Deposit Reference Number

Write something...

Cashier Signature



Manager/Witness Signature

Shift End: Reconciliation & Discrepancy Audit

Final counting of cash, checks, and receipts against the POS system report to identify and document any overages or shortages.

Audit Date

Shift End Time

Total Cash in Drawer (Physical Count)

Total POS System Reported Amount

Variance Amount (Over/Short)

Discrepancy Reason

- ☐ No Discrepancy
- ☐ Incorrect Change Given
- ☐ Unrecorded Refund/Void
- ☐ Input Error
- ☐ Other

Discrepancy Investigation Notes

Write something...

Cashier Signature

Manager/Supervisor Verification

Documentation & Reporting

Ensuring all audit logs, discrepancy reports, and deposit slips are signed, dated, and filed for management review.

Audit Date

Enter date...

Audit Completion Time

Enter time...

Total Discrepancy Amount

Enter a number...

Discrepancy Status

- ☐ Balanced
- ☐ Overage
- ☐ Shortage

Discrepancy Explanation/Notes

Write something...

Upload Scanned Deposit Slip

 Upload File

Auditor Signature

< Previous

> Next

✔ Finish

✎ Generate Sample Report