SOUTHPOINT
MARINA

Daily Cash Out and Closing Sheet

Date: _____ - _____ - _____

Cash in Drawer at start of shift: $_____

Amount of Sales: $_____

- Amount of Payouts: *(subtract)* $_____

               Amount Due in Cash Turn In: $_____
               (attach all receipts and "Z" print)

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
❑ Swept the floor clean in the marina store (all corners)
❑ Cleaned (sweep and dust) both bathrooms, re-fill paper and soap
❑ Swept all around the outside of the marina store
❑ Emptied all trash cans around marina store

Please Sign Here Once Complete: _____