



Task Title: Balance a Cash Register

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description:

The learner will calculate total amounts of money for the end of day cash report and compare it to the sales summary. They will also report a reason for any difference.

Main Competency/Task Group/Level Indicator (e.g. A1.2):

- Understand and Use Numbers/Manage Money/C1.2
- Communicate Ideas and Information/Write Continuous Text/B2.1
- Communicate Ideas and Information/Complete and Create Documents/B3.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function (optional)

Task Title: Balance a Cash Register_E_C1.2_B2.1_B3.2

Learner Information

Cashiers are required to balance their cash register at the end of their shift. They must reconcile the day's transactions. They receive a cash-out report with a Sales Summary and need to verify if the amounts in the register match the totals recorded during the day.

Scan the **End of Day Cash Register Report**.

End of Day Cash Register Report

Store Name: Foster's Grocers

Date: 25-Mar-25

Register ID/Number: 10 - 2467

Cashier Name:

Shift: Morning

Cash Register Summary

Category	Sales Summary	Actual Count
Cash Sales	\$456.75	\$471.75
Card Sales	\$872.50	\$872.50
Total Sales (Sum):	\$1,329.25	
Refunds (-)	\$19.55	\$19.55
Opening Cash Balance (+)	\$100.00	\$100.00
Total Cash	\$1,409.70	

Total Sales Tax (13%)

Notes/Observations

Verification Section

Verified By

Ms. Foster/Owner

Date & Time

25-Mar-25

Work Sheet

Task 1: Enter your name into the Cash Register Report.

Answer: No written response required here.

Task Completed: Yes ☐

Task 2: Complete the End of Day Cash Register Report.

Answer: No written response required here.

Task Completed: Yes ☐

Task 3: Calculate the difference between the Sales Summary total and the Actual Count total.

Answer:

Task 4: Write a possible reason in the Notes section for any difference.

Answer: No written response required here.

Task Completed: Yes ☐
