AIFreeForever

The Cash Drawer Count Guide for 2026

A cash drawer count sheet records every bill and coin in a register, till or safe. This guide covers coin roll values, how to work out the over or short, its common causes and the start, mid-shift and end-of-day routine. The last page is a count sheet to print.

Coin roll values

Coin	Coins per roll	Value per roll
Quarters	40	$10.00
Dimes	50	$5.00
Nickels	40	$2.00
Pennies	50	$0.50

How to work out the over or short

1. **Add the bills.** Multiply each count by its face value and add them.
2. **Add the coins.** Count rolls as their full value, then add loose coins.
3. **Find the expected amount.** The starting drawer plus the expected sales from the Z-tape.
4. **Subtract.** Drawer total minus expected amount. Above zero is over, below zero is short.
5. **Find the deposit.** Drawer total minus the starting bank you keep for the next shift.

Common causes of an over or short

1. **Incorrect change given.** The most frequent cause.
2. **Mis-keyed transactions.** A wrong sale amount changes the expected total.
3. **Forgotten refunds or voids.** They create phantom shortages.
4. **Unrecorded drops.** Cash taken out mid-shift must be written down.
5. **Miscounted currency.** Sort before counting and count twice.

The daily routine

1. **Start of shift.** Count and verify the starting bank, often $100 to $300, before the first sale.
2. **Mid-shift.** Drop extra cash when the drawer holds more than $500 to $1,000, and record it.