



Task Title: Balance a Cash Register

OALCF Cover Sheet – Practitioner 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 ☐

Answers

The report should be completed as shown below.

End of Day Cash Register Report

Store Name:	Foster's Grocers
Date:	25-Mar-25
Register ID/Number:	10 - 2467
Cashier Name:	Learner's 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	\$1,344.25
Refunds (-)	\$19.55	\$19.55
Opening Cash Balance (+)	\$100.00	\$100.00
Total Cash	\$1,409.70	\$1,424.70
Total Sales Tax (13%)	\$172.80	\$174.75

Notes/Observations

Answers may vary. An example may be that two bills may have stuck together.

Verification Section

Verified By	Date & Time
Ms. Foster/Owner	25-Mar-25

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.1	Writes simple texts to request, remind, or inform			
B3.2	Uses layout to determine where to make entries			
C1.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers			
	Calculates percentages			
	Chooses and performs required operation(s); may make inferences to identify required operation(s)			
	Represents costs and rates using monetary symbols, decimals, and percentages			

This task: Was successfully completed ☐ Needs to be tried again ☐

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Learner Comments:

Instructor (print):

Learner (print):