SCHOLASTIC BOOK FAIRS Business School

Cashing up sheet

- Print several copies and ask multiple volunteers to count the takings to ensure accuracy.
- Do not include World Book Day £1-off tokens or money-off tokens in your calculations.
- Compare the grand total with the totals from the sales record/customer order sheets to see if they tally.

Name: _____ **Date:** _____

Denomination	Total (£)
1p coin	£
2p coin	£
5p coin	£
10p coin	£
20p coin	£
50p coin	£
£1 coin	£
£2 coin	£
£5 note	£
£10 note	£
£20 note	£
£50 note	£
Cheques	£
Total cash and cheques	£
Total gift vouchers	£
Total phone payments	£
Total cash, cheques, gift vouchers and phone payments	£
Float (subtract from above)	£
GRAND TOTAL	£

Signed (volunteer):_____ **Signed (teacher):** _____