**Cashing up sheet**

• Print several copies and ask multiple volunteers to count the takings to ensure accuracy.

• Do not include World Book Day €1.50-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 (€)** |
| **1c coin** |  **€ .** |
| **2c coin** |  **€ .** |
| **5c coin** |  **€ .** |
| **10c coin** |  **€ .** |
| **20c coin** |  **€ .** |
| **50c coin** |  **€ .** |
| **€1 coin** |  **€ .** |
| **€2 coin** |  **€ .** |
| **€5 note** |  **€ .** |
| **€10 note** |  **€ .** |
| **€20 note** |  **€ .** |
| **€50 note** |  **€ .** |
| **Cheques** |  **€ .** |
| **Total cash and cheques** |  **€ .** |

|  |  |
| --- | --- |
| **Total gift vouchers** |  **€ .** |

|  |  |
| --- | --- |
| **Total cash, cheques and gift vouchers** |  **€ .** |

|  |  |
| --- | --- |
| **Float (subtract from above)** |  **€ .** |

|  |  |
| --- | --- |
| **GRAND TOTAL** |  **€ .** |

**Signed (volunteer):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed (teacher): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**