**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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**