|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL CANTEEN DAILY CASH SHEET** | | | | | | | | | |
| **NAME OF SCHOOL:** | | |  | | |  |  |  |  |
| **DAY & DATE:** | | |  | | |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |
| **CASH COUNT** |  |  | |  | **CASH SUMMARY** |  |  | **END OF DAY SUMMARY** |  |
| QTY |  | Total Euro | |  |  | Euro |  | Total Cash Count **(A)** |  |
|  | €50 |  | |  | Total Cash Count **(A)** |  |  | Less Cash Lodgement |  |
|  | €20 |  | |  | Less opening Cash Float |  |  | **Closing Cash Float** |  |
|  | €10 |  | |  | **Total Daily Cash Takings** |  |  |  |  |
|  | €5 |  | |  | **Cash Register Z Read** |  |  |  |  |
|  | €2 |  | |  | **Cash Over/Short** |  |  |  |  |
|  | €1 |  | |  | *Explanation for Cash Over/Short:* |  |  |  |  |
|  | 50C |  | |  |  | |  |  |  |
|  | 20C |  | |  |  |  |  |
|  | 10C |  | |  |  |  |  |
|  | 5C |  | |  |  |  |  |  | |
|  |  |  | |  |  |  |  |
| **TOTAL (A)** |  |  | |  |  |  |  |
| **All cash to be bagged and checked before bringing to the office.** | | | |  |  |  |  |  |  |
| **PLEASE ATTACH:** | **TICK ✓** |  | |  | **CANTEEN STAFF MEMBER** | |  | **OFFICE USE ONLY** |  |
| Cash Register Z Read |  |  | |  | Signed: | |  | Office Receipt No: |  |
|  |  |  | |  | Date: | |  | Amount |  |
| Cash Lodgement |  |  | |  |  |  |  | Signed: | |

**Sheet to be completed by canteen staff on a daily basis and given to accounts personnel along with Till Z read and cash lodgement.**