

TURNOVER SHEET

/ /

Money taken to balance floats

Today's Takings

Coins	Quantity		=	\$
(10x)	10c X		=	\$
(30x)	20c X		=	\$
(20x)	50c X		=	\$
(20x)	\$1 X		=	\$
(25x)	\$2 X		=	\$
Total Coins				\$

Quantity		=	\$	
		=	\$	A2
		=	\$	B2
		=	\$	C2
		=	\$	D2
		=	\$	E2
Total of A2, B2, C2, D2			\$	F2

(8x)	\$5 X		=	\$
(8x)	\$10 X		=	\$
(2x)	\$20 X		=	\$
	\$50 X		=	\$
	\$100 X		=	\$
Total Notes				\$

		=	\$	G2
		=	\$	H2
		=	\$	I2
		=	\$	J2
		=	\$	K2
Total of G2, H2, I2, J2 & K2			\$	L2

Add boxes "F2 & L2" together into box "V"

Total money taken from safe \$ ZZ

Total cash to bank \$ V

Add boxes "F2 & L2" together into box "V"

Total money taken from the "Safe" to balance the Tils \$ ZZ

Write down the total amount taken from the "Safe" to balance the float in box "ZZ"

Debit Card	Total Debit Card	\$	M1
Cash out	Total Cash	\$	N1
MCard	Total Master Card	\$	O1
Visa	Total Visa	\$	P1
Bartercard	Total Bartercard	\$	Q1
	Total of M1, N1, O1, P1 & Q1	\$	R1

Debit Card	\$	M2	X
Cash	\$	N2	Total of V minus ZZ
Master Card	\$	O2	
Visa	\$	P2	
Bartercard	\$	Q2	
	Total of M2, N2, O2, P2 & Q2	\$	R2
		\$	W

Add boxes "R1 & R2" together into box "W"

Total Cards

Name _____

Sign here _____

Total Takens for Today \$ Z

Add together boxes X and W E.g. X + W = Z

RaceFacer turnover today \$ Rezdy - CreditCard sales today \$ Z1

Any Cash Refunds given today Z2

Bank Envelope NO _____ Total \$ Z9

\$ Diffence between Z & Z9 (If up use + if down use -)

Please put this sheet in the appropriate bank envelope **Total of Z + Z1 - Z2 =** \$

Did the till balance? Yes / No

Notes below: Please add notes about any refunds

How do you think the queue flowing today? Excellent / Good / Average / Bad

How were the staff performing today? Excellent / Good / Average / Bad

Notes below:

Is there any staff who need additional training? Yes / No

Notes below:

Do you have any customer issues or upset customers? Yes / No

Notes below:

Do you have any Racing League or IORK referrals?

Notes below:

Keys	1x	Silver	Green Hyundai	Yes / No
	1x	Silver	Ford Courier ute	Yes / No
	1x	Purple	Toilet	Yes / No
	1x	Blue	Helmet & Track Stand	Yes / No
	1x	Gold/Yellow	Trampoline Park	Yes / No
	1x	Red	Assorted Keys	Yes / No
	1x	Green	Laser Tag & Whistle	Yes / No
	1x	Black	Hand towels and Toilet roll dispensers	Yes / No

Please make sure that all "End of Day Forms" have been fully completed correctly. If not, please assure they are done.

Track staff, Briefing staff, Trampoline Park Staff, Laser Tag staff, Breaks & Café staff, Counter staff
Please attached all of the above to this form

Notes below: