

# TURNOVER SHEET

/ /

## Money taken to balance floats

Coins	Quantity		=	\$
(10x)	10c X	<input type="text"/>	=	\$ <input type="text"/>
(30x)	20c X	<input type="text"/>	=	\$ <input type="text"/>
(20x)	50c X	<input type="text"/>	=	\$ <input type="text"/>
(20x)	\$1 X	<input type="text"/>	=	\$ <input type="text"/>
(25x)	\$2 X	<input type="text"/>	=	\$ <input type="text"/>
<b>Total Coins</b>				\$ <input type="text"/>

PLEASE SUBMIT AN ONLINE CHANGE FORM

(8x)	\$5 X	<input type="text"/>	=	\$ <input type="text"/>
(8x)	\$10 X	<input type="text"/>	=	\$ <input type="text"/>
(2x)	\$20 X	<input type="text"/>	=	\$ <input type="text"/>
	\$50 X	<input type="text"/>	=	\$ <input type="text"/>
	\$100 X	<input type="text"/>	=	\$ <input type="text"/>

PLEASE SUBMIT AN ONLINE CHANGE FORM

Total Notes  \$

Total money taken from til  \$ ZZ

## Todays Takings

Quantity		=		\$
10c X	<input type="text"/>	=	A2	\$ <input type="text"/>
20c X	<input type="text"/>	=	B2	\$ <input type="text"/>
50c X	<input type="text"/>	=	C2	\$ <input type="text"/>
\$1 X	<input type="text"/>	=	D2	\$ <input type="text"/>
\$2 X	<input type="text"/>	=	E2	\$ <input type="text"/>
<b>Total of A2,B2,C2,D2 &amp; E2</b>			F2	\$ <input type="text"/>

PLEASE SUBMIT AN ONLINE CASH DROPBOX FORM

\$5 =	\$ <input type="text"/>	G2	\$ <input type="text"/>
\$10 =	\$ <input type="text"/>	H2	\$ <input type="text"/>
\$20 =	\$ <input type="text"/>	I2	\$ <input type="text"/>
\$50 =	\$ <input type="text"/>	J2	\$ <input type="text"/>
\$100 =	\$ <input type="text"/>	K2	\$ <input type="text"/>

PLEASE SUBMIT AN ONLINE CASH DROPBOX FORM

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

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

Total cash in Dropbox  \$ V

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

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

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

<b>Debit Card</b>	Total Debit Card	\$ <input type="text"/>	M1	Debit Card	\$ <input type="text"/>	M2	\$ <input type="text"/>	X
<b>Cash out</b>	Total Cash	\$ <input type="text"/>	N1	Cash	\$ <input type="text"/>	N2	Total of V minus ZZ	
<b>MCARD</b>	Total Master Card	\$ <input type="text"/>	O1	Master Card	\$ <input type="text"/>	O2		
<b>Visa</b>	Total Visa	\$ <input type="text"/>	P1	Visa	\$ <input type="text"/>	P2		
<b>Bartercard</b>	Total Bartercard	\$ <input type="text"/>	Q1	Bartercard	\$ <input type="text"/>	Q2		
	Total of M1, N1, O1, P1 & Q1	\$ <input type="text"/>	R1	Total of M2, N2, O2, P2 & Q2	\$ <input type="text"/>	R2	\$ <input type="text"/>	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  \$ Z1

Bank Envelope NO \_\_\_\_\_ Any Cash Refunds or Adjustments today  \$ Z2

Please put this sheet in the appropriate bank envelope

Total of Z + Z1 - Z2 =  \$

Did the till balance? Yes / No

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

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

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

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

Have you submitted an online change form and cash dropbox form?  
(on pkracer.com home page) Yes / No

Do you have any Racing League or IORK referrals?

Keys	1x	Silver	Green Hyundai	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*

All notes below: