

# TURNOVER SHEET

## Money taken to balance floats

## Today's Takings

Coins

Quantity		=	\$
(6x) 10c X		=	\$
(20x) 20c X		=	\$
(15x) 50c X		=	\$
(20x) \$1 X		=	\$
(25x) \$2 X		=	\$
<b>Total Coins</b>			\$

Quantity

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

Notes

	=	\$
(5x) \$5 X	=	\$
(6x) \$10 X	=	\$
(1x) \$20 X	=	\$
\$50 X	=	\$
\$100 X	=	\$
<b>Total Notes</b>		\$

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

**Total money taken from safe** \$  ZZ

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

Add boxes "R1 & R2" together into box "W"  
 Total of M2, N2, O2, P2 & Q2 \$  R2 \$  W  
**Total Cards**

**Name** \_\_\_\_\_

**Sign here** \_\_\_\_\_

**Total Takings for Today** \$  Z  
 Add together boxes X and W E.g. X + W = Z

**Clubspeed - POS System today (Cash)** \$

**Clubspeed - POS System today (External)** \$

Bank Envelope NO \_\_\_\_\_ Total \$  Z9

**Rezdy - CreditCard sales today** \$  Z1

**Any Cash Refunds given today** \$  Z2

\$  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 referals?**

Notes below:

<b>Keys</b>	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, Café staff, Counter staff  
*Please attached all of the above to this form*

Notes below: