|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CANTEEN: SUMMARY** | **Summary of the canteen daily cash sheets to be maintained by accounts personnel** | | | | | | |
| **MONTH** | **Information is taken from the daily cash sheet's completed by the canteen staff** | | | | | | |
|  |  |  |  | *(where a canteen cashless system has been introduced, info can be taken from the till Z read)* |  |  | *(Closing cash float should reconcile back to the canteen daily cash sheet closing cash float)* |
| **Date** | **Op Float** | **Total Sales** | **Cash** | **Card taps** | **Lodgement** | **Short/Over** | **Cl Float** |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
| **Week ending XX** |  | **€0.00** | **€0.00** | **€0.00** | **€0.00** | **€0.00** |  |
|  |  |  |  |  |  |  |  |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
| **Week ending XX** |  | **€0.00** | **€0.00** | **€0.00** | **€0.00** | **€0.00** |  |
|  |  |  |  |  |  |  |  |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
| **Week ending XX** |  | **€0.00** | **€0.00** | **€0.00** | **€0.00** | **€0.00** |  |
|  |  |  |  |  |  |  |  |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
|  | €0.00 |  |  |  |  |  | €0.00 |
| **Week ending XX** |  | **€0.00** | **€0.00** | **€0.00** | **€0.00** | **€0.00** |  |