

## Weekly Cash Procedure

To be carried out on Mondays. Form required is Weekly Float Check Form, available at  
C:\Users\admin\OneDrive\The Green Gram\Shop Procedures\For Admin

Weekly Cashing Up Form also available at this location – used by leads to record daily cash takings for the week.

During the week, if a large amount of cash is taken, bank the excess notes. Retain the deposit receipt and collate with weekly reports. Enter the amount banked on the float check form (final column).

### Tills

- Collect together all cash takings, end of day till reports, loyalty cards & gift vouchers.
- Enter the number of loyalty cards & gift vouchers redeemed on the cashing up form. Discard the loyalty cards but keep the gift vouchers.
- Put end of day till reports in order by date, then by till number, then check the report figures match the amounts written on the cashing up form. Double check the daily totals on the cashing up form are correct, add them together and enter the weekly total on the form.
- Using the float check form, count the cash in each float and record the amount by denomination. Add or remove from the floats/takings so that all floats are £100.
- Count the remaining cash. Use the final column on the float check form to record the amounts by denomination and calculate the subtotal. Add any amount banked during the week, calculate the total then write this figure underneath the total on the cashing up form. In theory these should match: if not, record the cash difference in the box below.
- If we have more cash than expected, place the excess in the 'overs & unders' bag in the filing cabinet. If there is a shortage, take the difference from the bag and add to the cash for banking. Note any additions or subtractions on the form in the bag.
- Check the petty cash tin: remove the receipts, write 'PETTY CASH' on them and make the cash up to £10. Then write the amount spent in the box on the form.
- Subtract the banked cash and petty cash from the weekly total to give the amount left to bank. This should match what you have on hand.
- Dext copies of the completed cashing up form, Post Office deposit slips and petty cash receipts. Staple these to the end of day till receipts, petty cash receipts and gift vouchers and put in the filing cabinet.

### Weekly Cashing Up Form

Week Commencing:							
	Till 1	Till 2	Till 3	Till 4	Daily Total	Cashed Up By	
Tues							
Wed							
Thurs							
Fri							
Sat							
	<b>Weekly Total</b>						
# Loyalty Cards:					Total From Float Check Form	-	
# Gift Vouchers:					Difference	+/-	
					<b>Banked in Week</b>	-	
					<b>Petty Cash</b>	-	
					<b>TOTAL TO BANK</b>		

### Weekly Float Check Form

Weekly Float Check Form									
Week Beginning									
Till 1	Till 2		Till 3		Till 4		Weekly Cash		
£50	£50	£50	£50	£50	£50	£50	£50	£50	£50
£20	£20	£20	£20	£20	£20	£20	£20	£20	£20
£10	£10	£10	£10	£10	£10	£10	£10	£10	£10
£5	£5	£5	£5	£5	£5	£5	£5	£5	£5
£2	£2	£2	£2	£2	£2	£2	£2	£2	£2
£1	£1	£1	£1	£1	£1	£1	£1	£1	£1
50p	50p	50p	50p	50p	50p	50p	50p	50p	50p
20p	20p	20p	20p	20p	20p	20p	20p	20p	20p
10p	10p	10p	10p	10p	10p	10p	10p	10p	10p
5p	5p	5p	5p	5p	5p	5p	5p	5p	5p
2p	2p	2p	2p	2p	2p	2p	2p	2p	2p
1p	1p	1p	1p	1p	1p	1p	1p	1p	1p
Sub total	Sub total	Sub total	Sub total	Sub total	Sub total	Sub total	Sub total	Sub total	Sub total
Minus float	Minus float	Minus float	Minus float	Minus float	Minus float	Minus float	Minus float	Banked in week	+
-£100	-£100	-£100	-£100	-£100	-£100	-£100	-£100		T
TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	T

Carry over total T to Weekly Cashing Up Slip