Blaenavon Heritage Voluntary Controlled Primary School



CASHING UP POLICY

Author: Mr J Smith

Written: November 2013

Review: May 2020

Ratified: 26th November 2020

CoG:

BLAENAVON ACTIVE LIVING CENTRE
CASHING UP PROCEDURE

1 There is a £100.00 float kept in the safe, in leisure reception.

2 Use this float to stock the till before opening, and record how much float was used on the cashing up sheet.

3 At the end of the shift 2 staff should cash up.

4 Take an 'X' reading. This will tell you how much income has been taken, broken down in activities and a total figure at the end.

5 Remove the amount of float put in the till at the beginning of the shift. The amount left should equal the 'X' reading.

6 Once you have taken the float out and balanced income to the 'X' reading, a 'Z ' reading should be taken.

7 A 'Z' reading will clear that shifts takings after giving a total income reading for that shift.

8 A breakdown of cash/cheques taken should be entered on the 'daily cashing up' sheet, including the amount of float used. Sign at the bottom of the sheet.

9 The float should be returned to the safe, in the float bag.

10 The income left should be put in the appropriate coin/note bags, i.e. 5p, 10p, 20p, 50p coins etc in separate coin bags.

11 The income should then be put in the safe, in a Loomis plastic cash bag and left unsealed. Please enter the date of that shift on the front of the Loomis bag.

12 Attach the 'Z' reading to the 'daily cashing up sheet' and file away in the cashing up file.

13 Place income bag, unsealed, in the safe.

ERRORS/VOIDS

Should any errors, overs/unders, voids be made during the shift or noticed when 'X' or 'Z' reading taken, these should be noted on the cashing up form at the end of the shift and reasons, if possible, explained.

TILL FAILURE

In the event of the till failing for any reason, making it unusable, the 'Emergency Till Failure' form should be used (see Appendix 1).

Appendix 1

EMERGENCY FORM IN CASE OF TILL FAILURE

DAY & DATE OF TILL FAILURE: ___________________________________

SUPERVISOR INITIALS: ____

ACTIVITY	COST	HEAD COUNT
ie Junior Gym	£1.75	1
ie Fitness Suite	£7.50	2
ie Hire of Hall	£15.00	23