



Form 5

Weekly Reconciliation

Canteen Takings Summary:

Date: _____

Cash on Hand at end of day:

	Qty	\$
5C	0	\$0.00
10C	0	\$0.00
20C	0	\$0.00
50C	0	\$0.00
\$1	0	\$0.00
\$2	0	\$0.00
\$5	0	\$0.00
\$10	0	\$0.00
\$20	0	\$0.00
\$50	0	\$0.00
\$100	0	\$0.00

Total \$0.00

A

Paid out of Till:

To:

For:

Total

\$0.00

B

Reconciliation

Cash on hand per label A	\$0.00
Paid out of till per label B	\$0.00
Sub Total	\$0.00
Less Float at beginning of day	
Takings for the day	\$0.00

Banking Calculation

Takings for the day	\$0.00
Less float for next week	\$0.00
Less paid out of till as per label B	\$0.00

Banking

\$0.00

Takings Analysis

Sale of Clothing & Equipment	_____	\$0.00
Raffles	_____	
Money Board	_____	
Registration Fees	_____	
Canteen Sales	_____	
Takings for the day		\$0.00

Cheques drawn this Week

Date	Chq No	Paid to	For	\$
				\$0.00