

The Cash Form

Week Start Date:				
TUESDAY BR1				
	BLACK	RED	Driver Signature	SP Training Signature
OUT		X		
IN				
WEDSDAY BR3				
OUT		X		
IN				
THURSDAY BR2				
OUT		X		
IN				
FRIDAY BR1				
OUT		X		
IN				

At the Start of the day;

OUT; Check the float in the black pouch it should always be £20

Where there is a cross the figure should always be £0 as there is nothing to transfer to the RED pouch

Sign in the column Driver Signature

At the end of the Day;

IN BLACK; keep £20 in the float for the following day always make sure you get some change for the next driver

IN RED put in this square only the amount of money you have transferred to the red pouch

Sign in the column Drivers Signature

There will be the odd random signature in the SP Training Signature Column whenever the float is checked

