	WEEKLY CASH SHEET	**Week Ending SAT:**

INCOME

Opening Cash [A]

Daily Takings	Food	Liquor	Other Takings	
Sunday			Accommodation	
Monday			Fruit Machine	
Tuesday			Pool Table	
Wednesday			Juke Box	
Thursday			Telephone	
Friday			Cig. Commission	
Saturday			Other	
Sub Totals				

Gross Takings [B]

Please include card sales in your daily takings figures above.

Please also include the same figure in your bankings.

EXPENDITURE

	Cash
Staff Wages - Net	
Casual Wages	
Light & Heat	
Rent & Rates	
Insurances & Licenses	
Telephone & Postage	
Repairs & Renewals	
Cleaning & Laundry	
Entertainment	
Printing, Stationery, Adverts	
Motoring & Taxis	
Newspapers	
Games Teams	
Drawings	
Other (Specify Below)	
Sub Totals [C]	

Cheque Amount	Cheque №	Payee

Opening Cash	**[A]**	
Gross Takings	**[B]**	
Total Expenditure	**[C]**	
Paid Into Bank	**[D]**	
Closing Cash	**[A + B - C - D]**	

NOTE: Please remember to send all statements, cheque stubs, invoices, cash receipts, games machine dockets and any other relevant information. We are aware that not all expenditure is included on the cash sheet, this will be picked up from bank statements & credit card statements.

Notes	I certify that this is a true statement of business done
	(Signature)
	(Name)

Revised 11/02/08