



# Cashing-Up Form

## St. John's College JJCR

*Fides Nostra Victoria*

DATE: \_\_\_\_\_

Till (e.g. JCR Shop): \_\_\_\_\_

Duty Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Assistant: \_\_\_\_\_ Signature: \_\_\_\_\_

Paying-In Slip No: \_\_\_\_\_

	NUMBER	AMOUNT	
£20			00
£10			00
£5			00
£2			00
£1			00
£0.50			
£0.20			
£0.10			
£0.05			
£0.02			
£0.01			
	<b>Subtotal</b>		
	<b>Float (optional)</b>		
	<b>Cheques Total</b>		
	<b>Total Takings</b>		
	<b>Z1 Reading (opt.)</b>		
	<b>Variance</b>		

### Please Note:

At least two people with cash-up rights must be present when money is taken out of till, counted and placed in storage or banked.

The following JCR positions have cashing-up rights: Any member of the JJCR Executive and their assistant positions, any member of SEC, the JWS manager and JWS treasurer, the Toastie bar manager and Toastie bar treasurer, the SMG officer.

Cashed up money must be kept in secure money bag or deposit box and placed in a safe at all times.

Banking should occur no later than five working days after cash-up.

Keep a list of all cheques (name, cheque No and amount) on the back of this sheet.

Thank you for your effort!