

ITEM	TASK	DATE	BY WHOM	CONFIRMED
<b>CONFIRM</b>				
BANKING/CASH	CHECK			
PAYING-IN BOOKS	CHECK			
CASH BAGS	CHECK			
CASH FLOAT	CHECK			
RESERVE CASH FLOAT	CHECK			
CREDIT CARD MACHINES	CHECK			
CHEQUE HANDLING	CHECK			
CASH TRANSPORTATION	CHECK			
CASH PAYMENTS	TO WHOM & WHEN			
RECEIPT BOOK	CHECK			
<b>TICKETS</b>				
SALES	UPDATE TEAM			
CONTROL	CHECK			
OUTLETS	CHECK			
<b>BADGES/UNIFORMS</b>				
ISSUED	CHECK			
SIGNED FOR	CHECK			
RESERVE STOCK OF	CHECK			
<b>COMMUNICATIONS</b>				
INCOMING	CHECK			
INTERNAL	CHECK			
EXTERNAL	CHECK			
STAFF ALLOCATED	CHECK			
<b>FINANCE SYSTEMS</b>				
INVOICES	CHECK			
STATEMENTS	CHECK			
CASH RECONCILIATION	CHECK			
BANK RECONCILIATION	CHECK			
CHEQUE SIGNATORIES	CHECK			
<b>STOCKS</b>				
MERCHANDISING	CHECK			
CATERING	CHECK			