

ITEM	TASK	DATE	BY WHOM	CONFIRMED
BANKING/CASH CONFIRMED				
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	CHECK			
RECEIPT BOOK				
TICKETS				
SALES	UP DATE TEAM			
CONTROL	CHECK			
OUTLETS	CHECK			
	CHECK			
BADGES/UNIFORMS				
ISSUED	CHECK			
SIGNED FOR	CHECK			
RESERVE STOCK OF	CHECK			
COMMUNICATIONS				
INCOMING	CHECK			
INTERNAL	CHECK			
EXTERNAL	CHECK			
STAFF ALLOCATED				
STOCKS				
MERCHANDISING	CHECK			
CATERING	CHECK			