

ITEM	TASK	DATE	BY WHOM	CONFIRMED
BANKING/CASH	CONFIRM			
CASH FLOAT	RECONCILE			
RESERVE CASH FLOAT	RECONCILE			
CREDIT CARD MACHINES	RETURN			
CHEQUE HANDLING	CHEQUES CLEARED			
CASH TRANSPORTATION	CHECK			
CASH PAYMENTS	MAKE APPROVED			
RECEIPT BOOK	CHECK AGAINST PAYMENTS			
TICKETS				
SALES	FINAL TALLY			
CONTROL	CHECK			
BADGES/UNIFORMS				
RETURNED				
SIGNED FOR				
RESERVE STOCK OF	CHECK/STORE			
FINANCE SYSTEMS				
INVOICES	ISSUE/CHASE			
STATEMENTS	ISSUE			
CASH RECONCILIATION	COMPLETE			
BANK RECONCILIATION	COMPLETE			
CHEQUE SIGNATORIES	CHECK			
PRODUCE ACCOUNTS	COMPLETE			
STOCKS				
MERCHANDISING	CHECK/RETURN - STORE			
CATERING	CHECK/RETURN			