MONEY MATTERS: Cash Transactions & Orders

Con	tents
Activity Record 1-20 & 21-40	2-3
Score Record 1-20	4-5
Advice to Students	6
Samples & Things to Know	
Cash Transactions 1-20 10-49	Orders & Transactions 21-38 50-89
1. \$210	Score Record 21-4050
2. \$512	21. Order Up - C'Food52
3. \$1014	22. C'Food - In Person54
4. \$2016	23. C'Food - By Phone56
5. \$5018	24. Order Up - Getya' Beans58
6. \$10020	25. Getya' Beans - In Person60
7. \$5 Multi22	26. Getya' Beans - By Phone62
8. \$10 Multi24	27. Order Up - Fundi Razing64
9. \$20 Multi26	28. Fundi Razing - In Person66
10. \$50 Multi28	29. Fundi Razing - By Phone68
11. \$100 Multi30	30. Order Up - Pamp'n Pooches70
12. Mixed32	31. Pamp'n Pooches - In Person72
13. Mixed Multi34	32. Pamp'n Pooches - By Phone74
14. Mixed Units36	33. Order up - Y'Local Sportzclub76
15. Price + GST38	34. Y'Local Sportzclub - In Person78
16. Price + GST Multi40	35. Order up - Outback Jax80
17. Price w/ Discount42	36. Outback Jax - Order Up Multi82
18. Price w/ Discount Multi44	37. Outback Jax - In Person84
19. Listening46	38. Our Skul BBQ86
20. Listening Multi48	39. Applied90
	40. Problem-Solving91
Skills Review and Reflection92	Review: Employability Skills93

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Money Matters: Cash transactions & orders 978-1-923117-05-1 (ISBN for printed book only).

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Money Matters 1: Cash transactions and orders (available mid-June)

For use in VM & VPC Numeracy, vocational education, retail, hospitality, small business, applied numeracy/maths and other programs, as suited to your learning programs and cohorts.

- Overview -

A new resource kit that has 40 applied activities requiring students to:

- calculate transaction amounts, totals and running totals
- apply GST, discounts, cash rounding and other transaction requirements as needed
- calculate change amounts and make change
- add and record starting cash floats, cash at end and balancing amounts
- manage and take orders and prepare order slips from menus and price lists
- manage and take orders and prepare order slips face-to-face and over the phone
- prepare order summaries and balance cash transactions
- maintain cash security; and
- other applied tasks related to order taking and processing and working with cash.

- Why? -

This kit has been created to address 4 key work-related skills areas reported as being in decline in the digital age.

- 1. Quick, confident and accurate mental arithmetic (including cross-checking digital calculations).
- 2. Accurate and efficient skills in using notes and coins to confidently estimate and make change.
- 3. Legible and efficient handwriting skills (including recording numbers and abbreviations).
- 4. Accurate data entry, data transferring and data analysis (including finding mistakes, especially numerical errors).

There are many other skills that are addressed including calculating GST, calculating discounts, applying cash rounding, communicating with customers and clients, communicating with supervisors, completing appropriate admin information, maintaining cash security, understanding different retail and hospitality operations and many more.

- Master license only = \$165 GST inc. -

- PDF file of the 94 page resource: Money Matters 1: Cash transactions and orders.
- PDF file of the numerical solutions for the specific transactions as listed in each activity.
- PDF file with the pre-calculated Score Record and suggested scoring keys for this.
- PDF file of pro-formas, large print versions of the menus and price lists, and blanks of start and end cash tables, order slips and other reproducibles.

- Master license pack = \$247.50 GST inc. -

- All master files as above.
- Printed copy of the book.
- Money pack including: 4 student money sets, a teacher money set and 5 coin trays.

Printed copies of the 94 page book are also available priced at \$33 GST inc.; with discounts for larger orders. See order form.

See the draft sample and draft teacher support materials .

2024 DELIVER Education: Order form for Semester 2 2024. All prices are (GST inc.)

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Voc Ed Total	CAE Total	I&E Total
\$	\$	\$
Postage	Total Amount	

(approx)

ļ	Activity	Due: Done:	VH H M	L NC	Α	ctivity	Due: Done:	VH H	M	L NC
1a p.10	\$2 - Running		Com ment:		1b	\$2		Com ment:		
2a p.12	\$5 - Running		Com ment:	I	2b	\$5		Com ment:		
3a p.14	\$10 - Running		Com ment:		3b	\$10		Com ment:		
4a p.16	\$20 - Running		Com ment:	I	4b	\$20		Com ment:		
5a p.18	\$50 - Running		Com ment:		5b	\$50		Com ment:		
6a p.20	\$100 - Running		Com ment:		6b	\$100		Com ment:		
7a p.22	\$5 Multi - Running		Com ment:	;	7b	\$5 Multi		Com ment:		
8a p.24	\$10 Multi - Running		Com ment:	8	8b	\$10 Multi		Com ment:		
9a p.26	\$20 Multi - Running		Com ment:	g	9b	\$20 Multi		Com ment:		
10a p.28	\$50 Multi - Running		Com ment:	1	L 0b	\$50 Multi		Com ment:		
	\$100 Multi - Running		Com ment:	1	L 1b	\$100 Multi		Com ment:		
12a p.32	Mixed - Running		Com ment:	1	L 2b	Mixed		Com ment:		
13a p.34	Mixed Multi - Running		Com ment:	1		Mixed Multi		Com ment:		
14a p.36	Mixed Units - Running		Com ment:	1	L 4b	Mixed Units		Com ment:		
15a	Price + GST - Running		Com ment:	1	L 5b	Price + GST		Com ment:		
16a	Price + GST Multi - Running		Com ment:	1	'	Price + GST Multi		Com ment:		
17a p.42	Price w/ Discount - Running		Com ment:	1	L 7b	Price w/ Discount		Com ment:		
18a	Drice w/		Com ment:	1	L8b	Price w/ Disc Multi		Com ment:		
19a	Listening - Running		Com ment:	1	L 9b	Listening		Com ment:		
20a p.48	Listening Multi - Running		Com	2	2 0b	Listening Multi		Com		
	Activity	Due: Done:	VH H M	L NC	•	ctivity	Due: Done:	went:	М	L NC

Activity	Due: Done:	VH H	M I	. NC	Areas of Strength	Areas to Improve	Comment
21 Order Up pp C'Food 52-53							
22 C'Food pp In Person 54-55							
23 C'Food pp By Phone 56-57							
24 Order Up - Getya' 58-59 Beans							
25 Getya' Beans 60-61 - In Person							
26 Getya' Beans 62-63 - By Phone							
27 Order Up pp Fundi 64-65 Razing							
28 Fundi Razing 66-67 - In Person							
29 Fundi Razing 68-69 - By Phone							
30 Order Up - Pamp'n - Pooches							
31 Pamp'n Pooches 72-73 - In Person							
32 Pamp'n Pooches Pooches 74-75 - By Phone							
33 Order up pp Y'Local 76-77 Sportzclub							
34 Y'Local Sportzclub pp In Person							
35 Order up - Outback ₈₀₋₈₁ Jax							
36 Outback Jax pp Order Up 82-83 Multi	(
37 Outback Jax pp In Person 84-85	(
38 Our Skul pp. BBQ 86-89							
39 Applied							
40 Problem- Solving							
Activity	Due: Done:	VH H	M I	. NC			

Score Record 1-10

1		1a: \$2 -	Running	N N	lethod:		Ī	1b:	: \$2		Method:	
pp.	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balanc	e Total	%
10-11	/	/	/	/	/		/	/	/	/	/	
Areas of Strength:	:						Areas to Improve:					
2		2a: \$5 -	Running		lethod:			2b:	: \$5		Method:	
	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balanc		%
рр. 12-13	/	/	/	/	/		/	/	/	/	/	
Areas of Strength:	:						Areas to Improve:					
3		3a: \$10 -	Running		lethod:			3b:	\$10		Method:	
pp.	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balanc	e Total	%
14-15	/	/	/	/	/		/	/	/	/	/	
Areas of Strength:	:						Areas to Improve:					
4		4a: \$20 -	Running	N	lethod:			4b:	\$20		Method:	
pp.	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balanc		%
16-17	/	/	/	/	/		/	/	/	/	/	
Areas of Strength:	:						Areas to Improve:					
5		5a: \$50 -	Running		lethod:			5b:	\$50		Method:	
	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balanc		%
рр. 18-19	/	/	/	/	/		/	/	/	/	/	
Areas of Strength:	:						Areas to Improve:					
6		6a: \$100	- Running	2 N	lethod:		1	6b: 5	\$100		Method:	
рр. 20-21	Start /	T/actions /	End /	Balance /	Total /	%	Start /	T/actions /	End /	Balanc	e Total	%
Areas of Strength:	:						Areas to Improve:					
7		7a: \$5 Mul	ti - Runni	ng M	lethod:			7b: \$5	Multi		Method:	
pp.	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balanc		%
22-23	/	, /	/	/	/		/	/	/	/	/	
Areas of Strength:	:						Areas to Improve:					
8	8	a: \$10 Mu	lti - Runn	ing N	lethod:			8b: \$10	0 Multi		Method:	
	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balanc		%
рр. 24-25	/	/	/	/	/		/	/	/	/	/	
Areas of Strength:	:						Areas to Improve:					
								0h. ¢2/	0 Multi		Method:	
0_	q	a: \$20 Mu	lti - Runn	ing M	lethod:			90: 5/1	U IVIUIII			
9	9 Start	a: \$20 Mu T/actions	lti - Runn End	ing N Balance	lethod:	%	Start	T/actions	End	Balanc		%
9 pp. 26-27		-				%	Start /					%
pp. 26-27 Areas of	Start /	-				%	Start / Areas to Improve:					%
pp. 26-27 Areas of Strength:	Start /	T/actions /	End /	Balance /	Total /	%	/ Areas to	T/actions /	End /	Balanc /	e Total	%
pp. 26-27 Areas of	Start /	-	End /	Balance /		%	/ Areas to	T/actions /		Balanc /	e Total /	%

Score Record 11-20

									30	ore R	ecora	11-20
11	11a: \$	100 Multi	- Runnin	g Me	ethod:			11b: \$100	Multi	1	Method:	
рр. 30-31	Start /	T/actions /	End /	Balance /	Total /	%	Start /	T/actions /	End /	Balance /	Total /	%
Areas of Strength							Areas to Improve:					
12	12a	a: Mixed - I	Running	Me	ethod:			12b: M	ixed		Method:	
pp. 32-33	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balance	_	%
32-33	/	/	/	/	/		/	/	/	/	/	
Areas of Strength							Areas to Improve:					
13	13a: N	/lixed Mult	i - Runni	ng Me	ethod:			13b: Mixe	d Multi	1	Method:	
рр. 34-35	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balance	Total	%
34-35	/	/	/	/	/		/	/	/	/	/	
Areas of Strength							Areas to Improve:					
14	14a: N	/lixed Unit	s - Runni	ng Me	ethod:			14b: Mixe	d Units	1	Method:	
pp.	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balance	Total	%
Areas of Strength		/	/	/	/		Areas to Improve:	/	/	/	/ /	
15	15a· I	Price + GST	- Runnir	1 0 M	ethod:			15b: Price	+ GST		Method:	
15	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balance		%
pp. 38-39	/	/	/	/	/		/	/	/	/	/	
Areas of Strength							Areas to Improve:					
16	16a: Pr	ice + GST N	/lulti - Ru	inning N	∕lethod:		16	b: Price +	GST Mul	ti	Method:	
	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balance	Total	%
рр. 40-41	/	/	/	/	/		/	/	/	/	/	
Areas of Strength							Areas to Improve:					
17	17a: Pri	ice w/ Disc	ount - Ru	unning N	Лethod:		17	b: Price w	/ Discour	nt I	Method:	
pp.	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balance	Total	%
Areas of Strength		/	/	/	/		Areas to Improve:	/	/	/	//	
18	18a: Pric	ce w/ Disc	Multi - R	unning N	Лethod:		181	b: Price w/	Disc Mu	lti	Method:	
рр. 44-45	Start /	T/actions	End /	Balance /	Total /	%	Start /	T/actions	End /	Balance	Total /	%
Areas of Strength		,	,	,	,		Areas to Improve:	,	,	,	, ,	
10	1	9a: Listeniı	ng - Runr	ning Me	ethod:			19b: List	ening		Method:	
19	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balance	_	%
рр. 46-47	/	/	/	/	/		/	/	/	/	/	
Areas of Strength							Areas to Improve:					
20	20a: Lis	tening - M	ulti Runr	ning Me	ethod:		2	0b: Listeniı	ng - Mult	.i 1	Method:	
	Start	T/actions	End	Balance	Total	%	Start	T/actions	End	Balance		%
рр. 48-49	/	/	/	/	/		/	/	/	/	/	
Areas of							Areas to					
Strength	n:						Improve:					

Cash transactions and orders: Use it or lose it!

As you are well aware, the digital age has brought about many changes in how people buy, sell, record transactions and pay for goods and services. Innovative devices and apps have automated the commercial process.

In many situations this has helped to improve accuracy, efficiency and record-keeping. But unfortunately these very same digital processes and devices are de-skilling people. The 'digital helpers' are doing the work that used to be done by people - and in some cases all processes are totally digitised. So what happens when we get too much help to do basic everyday work tasks - or indeed never do them at all anymore? Skills-gaps are emerging in being able to quickly add up totals, in calculating (and checking) amounts and when making change. This also extends to taking verbal and phone orders, recording these orders and even the lost art of writing by hand!

In response, many employers are actively seeking young workers who have:

- quick, confident and accurate mental arithmetic (including cross-checking digital calculations)
- legible and efficient handwriting skills (including recording numbers and abbreviations)
- accurate data entry, data transferring and data analysis (including finding mistakes, especially numerical errors).

So what about you? How do you rank in these skills? And perhaps more importantly, why is that?

Cash transactions and orders: Requirements

- Handwrite: All these activities require you to record your information in handwriting.
- **Method**: You might do the transactions 'in your head', using pen and paper, using a calculator or device; or a combination of these methods. Indicate this at the top next to 'Method'.
- 1-38: For all activities you will have to count and calculate your 'Starting cash float' and your 'Cash at end'; and complete the balancing table (to see whether you have balanced or are under or over!).
- **1-20**: These numerical transactions in tables involve calculating and making change as well as calculating totals, running totals and other requirements (e.g. rounding, GST, discounts, etc.).
- 21-38: These 'Order Up' activities require you to write order slips to record all the order information such as details, quantities, prices, totals, grand totals, GST and change. Order Up activities also require you to complete an orders summary running table of all transactions.
- **39-40**: These involve summary applied discussion questions.
- Your teacher might assess you using L (Low) to VH (Very High), or using 'points'; and will note areas of strength and areas to improve. You might also be instructed to self-assess.
- Don't forget about cash security. Perhaps you could make a 'note tray' from Foam Core board to help with that?

Cash transactions and orders: Samples

Use the numbers on the samples to see the steps you need to take.

- There are 10 'steps' to fully complete a 'Starting cash float' (including admin info) and another 10 for 'Cash at end'. The balancing section will have 7 (or 6 steps).
- For activities **1-20**, a standard ten-transaction activity will have 1 admin step, 10 full transactions, the running totals and 3 column totals. Others might have more columns (totals, rounding, GST, discount, etc.). Of course, twenty-step transactions have more steps, including carrying the 1-10 sub-totals forward (but they don't require running totals).
- For the 'Order Up' activities (21-38), order slips or 'dockets' require admin details, order details including price & quantity, totals, grand totals, GST, change and other information as required.
- 'Order Up' activities also include orders summary running tables to record the total for each order, and then the final totals.

	Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date	
2	Amount	4	5	5	1		3 10	10	10	15	15	10	4/2/24	1
4	Total \$	\$ 20 50 100 50						10	5	3	1.50	0.50	Register: 4	
	Totals at start		7 Coins: \$40.00 8 \$260.00											
9	Counted by & ti	1:15	Checked by & time: Jenny Kingscot 11:20											

Transactions Tendered Change Units Running total \$ 1. \$7.45 \$10 2.55 \$2 +7.45 2. \$8.25 \$10 1.75 \$1 +7.45 3. \$5.95 \$10 4.05 \$2 2 +21.65 4. \$8 \$10 2 \$2 +29.65 5. \$2.65 \$10 7.35 \$5 2 2 +29.65 6. \$9.80 \$10 .20 \$2 2 <td< th=""><th>Name</th><th></th><th></th><th></th><th></th><th>Day/Time: 4</th><th></th></td<>	Name					Day/Time: 4	
1. $$7.45$ $$10$ 2.55 $\frac{1}{c}$ 50 5 $+7.45$ 2. $$8.25$ $$10$ 1.75 $\frac{$}{c}$ $\frac{1}{50 20 5}$ $+15.70$ 3. $$5.95$ $$10$ 4.05 $\frac{$}{c}$ $\frac{2}{c}$ $\frac{2}{c}$ $+21.65$ 4. $$8$ $$10$ 2 $\frac{$}{c}$ $\frac{2}{c}$				Change		Units	Running total \$
2. $$8.25$ $$10$ $$1.75$ $$c 50 20 5 $	1.	\$7.45	\$7.45 \$10		_		
3. \$5.95 \$10 4.05 c 5 $+21.65$ 4. \$8 \$10 2 \$2 $+29.65$ 5. \$2.65 \$10 7.35 \$5 2 $+29.65$ 6. \$9.80 \$10 $.20$ \$0 $.20$ <	2.	\$8.25	\$8.25 \$10	1.75	С		+15.70
4. $\begin{array}{ c c c c c c c c c c c c c c c c c c c$	3.	\$5.95	\$5.95 \$10	4.05	\vdash		+21.65
5. \$2.65 \$10 7.35 \$\frac{1}{10}\$ \$\frac{7.35}{10}\$ \$\frac{1}{10}\$ \$\frac{1}{5}\$ \$\frac	4.	\$8	\$8 \$10	2	С		+29.65
6. \$9.80 \$10 .20 c 24 .2 3 3 4 7 2 5 6 8 \$10 \$9.25 c 7 10 5 2 2 3 4 7 2 5 9. \$6.35 \$10 \$3.65 c 7 0 5 \$45.60	5.	\$2.65	\$2.65 \$10	7.35	С		# \$ 10
7. 75c \$10 9.25 c \$10 5 8. \$4.40 \$10 5.60 2 30 1 47.25 9. \$6.35 \$10 3.65 5 . <td< td=""><td>6.</td><td>\$9.80</td><td>\$9.80 \$10</td><td>.20</td><td>С</td><td>26</td><td>27.2 V</td></td<>	6.	\$9.80	\$9.80 \$10	.20	С	26	27.2 V
9. \$6.35 \$10 3.65 \$	7.	75c	75c \$10	9.25		7 10 5	OZY
9. \$6.35 \$10 3.65 c 20 0 5 (+5. 60)	8.	\$4.40	\$4.40 \$10	5.60	C	50 1	47 25
	9.	\$6.35	\$6.35 \$10	3.65	C	<u>do</u> 0 5	f5, 60
10. \$9.95 \$10 .05 \$ 63.55	10.	\$9.95	\$9.95 \$10	.05	\$ C	5	63.55
Totals \$63.55 \$100 \$36.45 \$63.55	Totals	\$63.55	\$63.55 \$100	\$36.45		0	\$63.55

ting cash float

- ate & register
- umber of each denomination notes
- umber of each denomination coins
- tal of each denomination notes
- tal of each denomination coins
- tal notes
- tal coins
- tal notes & coins
- ho counted and time
- Who checked & time

sactions

- erson
- ate/day/time
- change 11 times)
- total (10 times)
- red total
- iange total

	Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
22	Amount	2	15	5	1	0 2	3 0	7	6	12	10	3	4/2/24
24	Total \$	10	150	100	50	0	15 0	7	3.00	2.40	1.00	0.15	Register: 4
	Totals at end		27 Coins: \$13.55 28 \$323.										

Checked by & time: Jenny Kingscot 11:42 30 29 Counted by & time: Chris Razon 11:37

Cash at end

- 21 Date & register
- 22 Number each denomination notes
- 23 Number each denomination coins
- 24 Total of each denomination notes
- 25 Total of each denomination coins
- 26 Total notes
- 27 Total coins
- 28 Total
- 29 Who counted and time
- 30 Who checked & time

Balancing

ad Tende Ba

Cash at start 31	l
ld tendered total 32	ŀ
less change total 33	l
ered less change 34	ľ
Cash at end 35	l
lanced or, +, or - 36	ŀ
Authorised by 37	

_			
31	\$260		Cash at start
1		32 \$100.00	add tendered
34	\$63.55	33 \$36.45	less change
35	\$323.55		Cash at end
36	Balanced? $Diff = 0$	Under?	Over?
37	igscot	Jenny Kin	Authorised:

21

Samples

Name Sam	: <mark>11</mark> Shinizer			Dat 12	e/Day/Time: 12 Tuesday 13	Multi-Running Starting cash float (1-10) Transactions	
т	ransactions	Total	Ten- dered	Change	Units	Running to <u>tal</u> \$	11 Person 12 Date/day/time
1.	\$2.75 & \$1.35	13 \$4.10	\$5	90c	\$ 15 c 50 20 20	total \$ 4.10	13 Total (multiple times) 14 Change (multiple times)
2.	\$3.75 & 65c	\$4.40	\$5	60c	\$ c 50 10	8.50	15 Units (multiple times) 16 Running total (multiple times)
3.	90c & \$2.40	\$3.30	\$5	\$1.70	\$ 1 c 50 20	11.80	17 Transactions total 18 Tendered total
4.	75c & 85c	\$1.60	\$5	\$3.40	\$ 2 1 c 20 20	13.40	19 Change total Cash at end (10 steps)
5.	\$1.20 & \$2.65	\$3.85	\$5	\$1.15	\$ 1 c 10 5	17.25	Balancing (7 steps) or Multi
6.	\$2.85 & 95c	\$3.80	\$5	\$1.20	\$ 1 c 10 10	21.05	Starting cash float (1-10) Transactions
7.	\$1.20 & \$2.40	\$3.60	\$5	\$1.40	\$ 1 c 20 20	24.65	11 Person 12 Date/day/time
8.	\$2.52 & \$2.42	\$4.94 <i>=</i> \$4.95*	\$5	5c	\$ c 5	29.60	13 Total (multiple times) 14 Change (multiple times)
9.	\$2.54 & \$1.19	\$3.73 = \$3.75*	\$5	\$1.25	\$ 1 c 10 10 5	33.35	15 Units (multiple times) 16
10.	\$2.95 & 99c	\$3.94 = \$3.95*	\$5	\$1.05	\$ 1 c 5	37.30	17 Transactions total 18 Tendered total
Totals	* Don't forget rounding!	\$37.30	\$50 1 8	\$13.70 19		\$37.30	19 Chonge total Case end (10 steps)

U'Neek C' au M' o la

Flake \$9
Whiting \$10
Potato Cakes \$1.50
Corn Jack \$3
Dim Sims - steamed \$2

Trips - si Vi 4.7 Criips - si Vi 4.7 Criips - si Vi 50 Garden salad \$7.50 Gravy \$5 Soft drink cans & waters \$4 Soft drink 1.25 litre \$6 --- All prices include GST ---

#1: Flake, 3 potato cakes, 2 dim sims steamed, can cola.

U'Neek C'Foo	Date: 11 Time: #.							
By: Franky 12		For: Sam P 1						
<u>ltem</u>	Qty	<u> </u>	<u>Price</u>		<u> ∡tal</u> 14			
13 Flake	1	\$		\$	9			
Pot Cakes	3	\$	1.50	\$	4.50			
Dímmies - St	2	\$	2.00	\$	4			
Can - Cola	1	\$		\$	4			
		\$		\$				
Grand total	Inc GST c	f:16	\$1.95	\$	21.50			
17 Paid: \$50	Change: \$28.50 18							

Order Up! Starting cash float (1-10) Orders

11 Date & time 12 By and For

13 Item qty & price (up to 5 times)

14 Total (up to 5 times)
15 Grand total

16 GST inc (Grand total/11) 17 Paid

18 Change

Orders summary

19 Name, date & times 20 Amount, tendered & change (8 times) 21 Total amount 22 Total tendered 23 Total change Cash at end (10 steps) Balancing (6 steps)

	Naı	me: <i>Fran</i> i	ky 19				Date: 4	4/3/24		Times	Times: 12:25 to 12:45			
	#	Amount	Tendered	Change	#	Amount	Tendered	Change	#	Amount	Tendered	Change	1	
20	1.	\$21.50	\$50	\$28.50	2.	\$41.50	\$50	\$8.50	3.	\$26.50	\$30	\$3.50		
	4.	\$16	\$20	\$4	5.	\$5.50	\$20	\$14.50	6.	\$41	\$100	\$59	20	
	7.	\$22.50	\$24	\$1.50	8.	\$19.50	\$19.50	0		<u>Totals</u> \$194	<u>Totals</u> \$313.50	<u>Totals</u> \$119.50	1	
										φ194 21	22	\$119.50 23	J	

Local Sportzclub - Menu (abbrev.)

Snag in bread (w/onions) \$3 Hot dog \$4/Not dog \$5 Pie \$5 Pastie \$5 Dim sims 3 for \$2 Hot chips \$4 Tuna & salad roll \$6

Cheese & salad roll \$6 Packet chips \$2.50 Chocolate bars \$2.50 Lolly bag \$2 Cheezels box \$5 Cake slice \$3 Donuts \$3

Soft drink cans \$3 **Bottled drinks \$4** Juices \$4.50 Coffee \$3 Tea \$3 Water \$1.50 --- All prices include GST ---

--- Order up ---

Record these transactions on the running sheet...

- 1. Snag, pie, pastie, hot chips x 3, 4 x soft drinks
- 2. Not dog, tuna & salad roll, water x 2, lolly x 2, packet chips 14 Calculate multis
- 3. ...and so on

Starting cash float (1-10) 18 Running total 11 Name 19 Time off 12 Date & time 20 Total orders 13 Record order 21 Total tendered 22 Total change Cash at end (10 steps) 15 Order totals

16 Tendered Balancing (7 steps)

17 Change

		,	Y'Loc a	l Sportzo	lub - C	anteen	sales		Server: <i>Tamú T</i> 11 Date: 4/4/24 12 Time on: 11:30						
	Ord	Item	Total \$	Item	Total \$	Item	Total \$	Item	Total \$	Item	Total \$	Order Total \$	Ten- dered \$	Change \$	Running Total \$
13	1	Snag	3	Píe	5	Past	5	#C %3	412	Can x4	412	15 \$37	dered \$ 16 \$50	17 \$13	Total \$ 18 37
13	2	N dog	5	Tuna Salad	6	H20 ×2	4 3	Lol x 2	4 4	Srisps	2.50	\$20.50	\$21	50c	57.50
	and	so on						.4				20-	21	22	
					Time of	f: 12:00	19				nale	67.50	\$71		\$57.50

How do you:

- ⇒ Round cash totals up?
- Round cash totals down?
- Calculate GST to add to a price?
- Calculate GST already in a price
- Efficiently and accurately count and tally notes and coins?
- Estimate and then make change?
- Maintain cash security?
- Deal with cash unders and overs?

 \Rightarrow

 \Rightarrow

1a \$2 - Running

MIDTHOU:	
Method:	

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Coins: \$						\$				
Counted by & time:						Checked by & time:						

Name	:		Dat	e/Day/Time:		
Trans	actions	Tendered	Change	Units	Running total \$	
1.	\$1.50	\$2		\$ c		
2.	\$1.75	\$2		\$ c		
3.	50c	\$2		\$ c		
4.	\$1.25	\$2		\$ c		
5.	\$1.95	\$2		\$ c		. 4
6.	90c	\$2		\$ c		6.46 .
7.	\$1.45	\$2		\$ c	18	
8.	0.85	\$2		\$ 0		
9.	\$1.98	\$2		\$ 6		
10.	97c	\$2		\$ c		
Totals						

				$\overline{}$								
Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at end		Note	es: \$					Coins: \$	5			\$
Counted by & ti	Counted by & time:					Check	ed by 8	k time:				

Cash at start		\$							
add tendered	\$								
less change	\$	\$							
Cash at end		\$							
Over?	Under?	Balanced?							
Authorised:									

Method: _____ \$2 1b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$					Coins: \$	5			\$
Counted by & time:					Checked by & time:							

Name	Name: Date/Day/Time:				/Day/Tir	ne:	7 [Broug	ht forward			
									\$		\$	\$		
Trans	actions	Tendered	Chan	ige	Uni	ts	Ш	Trar	sacti	ions	Tendered	Chan	ge	Units
1.	\$1.50	\$2		\$ c] [11.	\$1	.10	\$2		\$ c	
2.	\$1.85	\$2		\$ c			 	12.	8	55c	\$2		\$ c	
3.	75c	\$2		\$ c			 	13.	\$1	75	\$2		\$ c	
4.	\$1.40	\$2		\$ c				14.	\$1	.58	\$2		\$ c	
5.	88c	\$2		\$ c					4	-5c	\$2		\$ c	
6.	\$1.25	\$2		\$ c				16.	C F	C	?		\$ c	
7.	90c	\$2		\$ c					\ \ \{	.10	\$2		\$ c	
8.	40c	\$2		¢	3			ĹA	9	9c	\$2		\$ c	
9.	\$1.25	\$2		\$ c	1	Y			\$1	1.42 \$2			\$ c	
10.	\$1.65	\$2		\$ c				20.	\$1	.99	\$2		\$ c	
Totals								Total	s					
Casl	n at end	\$5 \$	\$10	\$20	\$50	\$100	\$2	2	\$1	500	20c	10c	5c	Date
Ar	mount													
To	otal \$													Register:
Tota	ls at end		Notes	s: \$,	(Coins	: \$			\$
Count	ted by &	time:					Che	ecked	by 8	k time	e:			•

Cash at start		\$							
add tendered	\$								
less change	\$	\$							
Cash at end		\$							
Over?	Under?	Balanced?							
Authorised:									

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	5			\$
Counted by & time:					Check	ed by 8	k time:					

Name	:			Date/	/Day/Ti	me:							
Trans	sactions	Tendered	Chan	ige	Un	its	Runr	ning					
1.	\$3.50	\$5		\$ c	 								
2.	\$1.85	\$5		\$ c	†								
3.	90c	\$5		\$ c									
4.	\$4.25	\$5		\$ c									
5.	\$3.95	\$5		\$ c				1			1		
6.	\$4.85	\$5		\$ c						~			
7.	\$1.78	\$5		\$ c	i e	V							
8.	\$2.35	\$5		\$ c		5			•				
9.	\$3.73	\$5		\$ c		5							
10.	\$4.97	\$5		\$ c	 								
Totals					(
Casl	h at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Ar	mount												
To	otal \$												Register:

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

\$

Coins: \$

Checked by & time:

Totals at end

Counted by & time:

Notes: \$

Method: _____ \$5 2b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:						Checked by & time:						

Name	:			Date/Day/Time:					Brought forward					
									\$		\$	\$		
Trans	actions	Tendered	Char	nge	Uni	its		Tran	sacti	ons	Tendered	Change	nge Units	
1.	\$2.50	\$5			\$] [11.	\$4	.50	\$5		\$	
	Ψ <u>-</u> σσ	75			С		11				75		С	
2.	\$1.36	\$5		_ ⊢	\$		-	12.	\$1	95	\$5		\$	
					¢		┨╏						c \$	
3.	\$1.90	\$5			C		1	13.	4	0c	\$5		c	
	¢4.70	ćE			\$		1	1.1	<u></u>	45	ćE		\$	
4.	\$4.70	\$5			С		11	14.	\$4	.45	\$5		С	
5.	\$1.15	\$5		- H	\$				\$2	95	¢5		\$	
	Ψ1.13	75			С					 D			С	
6.	\$4.55	\$5			\$	_1		16.	₩)))	R		\$	
			-		¢			1-0		_(C \$	
7.	75c	\$5			c A			4 7.	3	.98	\$5		Ç	
													\$	
8.	\$3.11	\$5			9 ->-			ĹΛ.	\$3	3.11	\$5		С	
9.	\$1.85	\$5			\$				¢3	3.25	\$5		\$	
9.	Ş1.65	7.5			С		7 (ر کې		75		С	
10.	\$4.99	\$5		-	\$			20.	\$4	.47c	\$5		\$	
			-		С	\ominus	┪╏						С	
Totals								Totals	5					
Casl	n at end	\$5 \$	\$10	\$20	\$50	\$100	\$2	2 :	\$1	500	20c	10c	5c	Date
Ar	nount													1
To	otal \$													Register:
Tota	ls at end		Note	s: \$					(Coins	: \$			\$
Count	ed by &	time:					Che	cked	by 8	time	e:			

Cash at start		\$						
add tendered	\$							
less change	\$	\$						
Cash at end		\$						
Over?	Under?	Balanced?						
Authorised:								

3a \$10 - Running

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	5			\$
Counted by & time:						Check	ed by 8	k time:				

Name	:		Dat	te/Day/Time:		
Trans	actions	Tendered	Change	Units	Running total \$	
1.	\$3.50	\$10		\$ c		
2.	\$1.85	\$10		\$ c		
3.	90c	\$10		\$ c		
4.	\$4.25	\$10		\$ c		
5.	\$7.95	\$10		\$ c	11	1
6.	\$4.85	\$10		\$ c		6.8
7.	\$1.78	\$10		\$ c	18	
8.	\$2.35	\$10		\$ 0		
9.	\$6.62	\$10		\$ 6		
10.	\$4.97	\$10		\$ c		
Totals						

	$\overline{}$											
Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:					Check	ed by 8	k time:					

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Method: _____ \$10 3b

Totals at start Notes: \$ Counted by & time:					Check	7						
Totals at start		Note						Coins: \$				ć
Total \$												Register:
Amount												
Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date

Name	Name: Date/Day/Time:						7 [Broug	ht forward			
							Ш		\$		\$	\$		
Trans	actions	Tendered	Chai	nge	Uni	its	Ш	Tran	sacti	ions	Tendered	Chang	е	Units
1.	\$7.50	\$10			\$ c] [11.	\$4	1.40	\$10		\$ c	
2.	\$8.36	\$10			\$		1	12.	\$1	.95	\$10		\$	
3.	\$8.90	\$10			c \$		<u> </u>	13.		5c	\$10		c \$	
					¢ \$		┨╏						c \$	
4.	\$4.70	\$10			, с \$		1	14. 	Ş7 •	7.80	\$10		c \$	
5.	\$8.15	\$10			С			1	\$2	2.65	\$10		С	
6.	\$4.55	\$10			\$ c	_1		16.	Q.	95	Q 0		\$ c	
7.	\$1.75	\$10			\$ C			7.	ţ	.98	\$10		\$ c	
8.	\$9.11	\$10						í.a	\$3	3.33	\$10		\$	
9.	\$8.85	\$10			\$ 6	P			\$6	5.25	\$10		c \$	
10.	\$4.99	\$10			¢ \$	1		20.	\$5	5.55	\$10		¢	
Totals		-			c			Totals			-		С	
		<u> </u>	.	_							<u> </u>			
	n at end	\$5	\$10	\$20	\$50	\$100	\$2	2	\$1	500	20c	10c	5c	Date
	otal \$		-											Register:
	s at end		Note	s: \$					(Coins	:: \$			\$
Count	ed by &	time:					Checked by & time:							

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

4a \$20 - Running

Meth		
NAOth	^	

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:					Checked by & time:							

Name	2:			Date	/Day/Tir	me:							
Trans	sactions	Tendere	Cha	nge	Uni	its	Runr	ning al \$					
1.	\$13.55	\$20		\$	 								
2.	\$8.85	\$20		\$	1								
3.	75c	\$20		\$									
4.	\$14.40	\$20		\$									
5.	\$13.95	\$20		\$				1	•	4	1		
6.	\$14.45	\$20		\$ C					(:	~			
7.	\$11.11	\$20		\$				2					
8.	\$3.65	\$20		\$									
9.	\$19.15	\$20		\$		5			•				
10.	\$6.90	\$20		\$									
Totals					$\langle \zeta \rangle$								
Casl	h at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Γ

	$\overline{}$											
Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at end		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:						Check	ed by 8	k time:				

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		,

Method: _____ \$20 4b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:					Checked by & time:							

Name: Date/Day/Time:							1			Broug	ht forward		Brought forward							
									\$		\$	\$								
Trans	sactions	Tendered	Char	nge	Uni	its		Tran	sacti	ions	Tendered	Change	2	Units						
1.	\$17.95	\$20		\$]	11.	\$4	1.95	\$20		\$							
	<i>'</i>	,	-	c \$			-		╁.		'		c \$							
2.	\$18.45	\$20		ې د			+	12.	\$1	0.95	\$20		Ç							
3.	\$18.15	\$20	 	\$			1	13.	62	3.55	\$20		\$							
J.	\$10.13	320		С]	15.	ې کې		320		С							
4.	\$14.25	\$20		\$				14.	\$7	.85	\$20		\$							
				c \$			-	-1	\forall		4		c \$							
5.	\$18.00	\$20		C					\$1	2.50	\$20		C							
6.	\$4.95	\$20		\$				16.		. 80	Ro		\$							
<u> </u>	74.55	720		С					<u>J</u>				С							
7.	\$11.00	\$20		\$ c				47 .	1	.48	\$20		\$ c							
	40.00	400		¢	? =						400		\$							
8.	\$9.98	\$20			/	1			ŞS	9.99	\$20		С							
9.	\$15.65	\$20		\$ c	^ C				\$6	5.05	\$20		\$ c							
10.	\$14.99	\$20		\$	'			20.	5	5c	\$20		\$							
	,	, -	-	С	(-		, -		С							
Totals				•	\bigcirc			Total	s											
Casl	n at end	\$5	\$10	\$20	\$50	\$100	\$2	2	\$1	500	20c	10c	5c	Date						
Ar	nount													-						
To	otal \$													Register:						
Tota	ls at end		Notes	s: \$					(Coins	: \$			\$						
Count	ted by &	time:					Che	ecked	by 8	k tim	e:			•						

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

5a \$50 - Running

N/I	-44	100	ı.	
IVI	etr	100	ı -	

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:					Checked by & time:							

Name	:		Da	ite/	Day/Tir	ne:						
Trans	sactions	Tendered	Change	•	Uni	ts	Runr	ning al \$				
1.	\$36.50	\$50		\$ c								
2.	\$47.95	\$50		\$ c								
3.	\$12.85	\$50		\$ c								
4.	\$25.25	\$50		\$ c								
5.	\$14.80	\$50		\$ c						4	1	
6.	\$32.45	\$50		\$ c					(:	~		
7.	\$10.60	\$50		\$ c				?				
8.	\$41.99	\$50		\$ c	Q							
9.	\$49.95	\$50		\$ c		5			·			
10.	\$7.50	\$50		\$ c								
Totals					<u> </u>							
Casl	h at end	\$5	\$10 \$2	20	\$50	\$100	\$2	\$1	50c	20c	10c	5c

					`							
Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at end		Note	es: \$					Coins: S	\$			\$
Counted by & time:						Check	ed by 8	k time:				

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:	I	

Method: _____ \$50.5b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$		_		(Coins: \$	\$			\$
Counted by & time:					Checked by & time:							

Name	lame: Date/Day/Time:					ne:	Brought forward							
									\$		\$	\$		
Trans	actions	Tendered	Chai	nge	Uni	its		Tra	nsact	ions	Tendered	Chang	ge	Units
1.	\$8.80	\$50		\$ c				11	. \$1	.9.50	\$50		\$ c	
2.	\$17.95	\$50		\$				12	. \$3	5.65	\$50		\$ c	
3.	\$43.80	\$50		\$ c				13	. \$1	.1.75	\$50		\$ c	
4.	\$37.85	\$50		\$ c				14	. \$4	2.95	\$50		\$ c	
5.	\$16.66	\$50		\$ c					\$9	9.14	\$50		\$ c	
6.	\$23.90	\$50		\$ c		_1		16	<	56	20		\$ c	
7.	\$40.85	\$50		\$ c				7	. \$	3.40	\$50		\$ c	
8.	\$47.95	\$50		ċ				Ĭ.	\$2	1.50	\$50		\$ c	
9.	\$7.45	\$50		\$ c	, C	5 Y			. \$2	9.75	\$50		\$ c	
10.	\$22.22	\$50		\$ c				20	. \$3	9.03	\$50		\$ c	
Totals								Tota	ıls					
Cash	n at end	\$5	\$10	\$20	\$50	\$100	\$	2	\$1	500	20c	10c	5c	Date
An	nount													
To	otal \$													Register:
Total	s at end		Note	s: \$						Coins	:: \$			\$
Count	ed by &	time:					Cho	ecke	d by 8	& tim	e:			

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

6a \$100 - Running

Method:			
Method.			
	MATH	~a:	
		UU.	

Totals at start		Note	es: \$				(Coins: \$	5			\$
Total \$												Register:
Amount												
Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date

Name	:		Dat	te/Day/Time:					
Trans	sactions	Tendered	Change	Units	Running total \$				
1.	\$62.50	\$100		\$ c					
2.	\$49.95	\$100		\$ c					
3.	\$72.80	\$100		\$ c					
4.	\$75.75	\$100		\$ c					
5.	\$54.85	\$100		\$ c	1		4	4	
6.	\$92.50	\$100		\$ c		(:	~		
7.	\$10.99	\$100		\$ c	18				
8.	\$42.50	\$100		\$ 0					
9.	\$89.95	\$100		\$ 6	KO	Ť			
10.	\$57.50	\$100		\$ c					
Totals)				
Cool		ċг ċ	10 62	0 650 6100	ć2 ć1	F0c	200	100	

Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at end					\$							
Counted by & ti	Counted by & time:						ed by 8	k time:				

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		,

Method: _____ \$100 6b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start			\$									
Counted by & time:						Checked by & time:						

Name	lame: Date/Day/Ti						Brought forward							
									\$		\$	\$		
Trans	actions	Tendered	Cha		Uni	ts		Tra	nsact	ions	Tendere	ed Cha		Units
1.	\$7.70	\$100		\$				11	. \$5	9.50	\$100		\$	
	•	·		C			-	<u> </u>	'				C	
2.	\$27.85	\$100		\$ c			+	12	. \$8	35.65	\$100		\$ c	
	Ć 42 F0	6400		\$			1	42	4.0		6400		\$	
3.	\$42.50	\$100		С			1	13	. \$2	21.75	\$100		С	
4.	4. \$57.85 \$100 \$ c							14	. \$7	2.25	\$100		\$	
					. ,	2.23	7100		С					
5.	\$28.88				A	\$	5.95	\$100		\$				
		\$100		c \$						•	0	\	c \$	
6.	\$73.50	\$100		Ş C		_}		16	. 6	56	÷ 00		Ş C	
	4.= 00	4400		\$				3					\$	
7.	\$45.80	\$100		С					'.	5.40	\$100		С	
8.	\$27.05	\$100		Ċ					\$ 57	1.70	\$100		\$	
	Ψ27.03	7100				D	4				7100		С	
9.	\$9.85	\$100		\$ c	· C			\$62.95			\$100		\$ c	
10.	\$33.33	\$100		\$				20). \$2	29.13	\$100		\$	
				С									С	
Totals								Tota	als					
Casl	h at end \$5 \$10 \$20 \$50 \$100		\$100	\$:	2	\$1	500	20c	10c	5c	Date			
Ar	nount													
To	otal \$													Register:
Tota	ls at end		Note	s: \$						Coins	s: \$			\$
Count	ted by &	time:					Checked by & time:							
							.,							

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

7a \$5 Multi - Running

N	Л	_	4	h	_	. ~	
I١	И	E	L	П	U	d	

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date	
Amount													
Total \$												Register:	
Totals at start Notes: \$							Coins: \$ \$						
Counted by & time:						Checked by & time:							

Name	:	Dat	Date/Day/Time:						
	Transactions	Total	Tendered	Change	Units	Running total \$			
1.	\$3.15 & \$1.35		\$5		\$ c				
2.	\$1.75 & 65c		\$5		\$ c				
3.	90c & \$3.90		\$5		\$ c				
4.	25c & \$1.85		\$5		\$ c •				
5.	\$2.20 & \$2.65		\$5		5	4			
6.	\$1.85 & 95c		\$5		c	8			
7.	\$1.20 & \$1.20		\$5		3				
8.	\$2.12 & \$2.12	•	OSS		\$ 1				
9.	\$3.78 & \$1.19		\$.5		(a)				
10.	\$3.97 & 89c		\$5		\$ c				
	Totals:		0						

Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount	- + -	720	720	Ţ S S	7200	- T-	7-					
Amount												
Total \$												Register:
Totals at end			Coins: \$						\$			
Counted by & time:						Checked by & time:						

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Method: _____ \$5 Multi 7b

Totals at start Counted by & ti		Note	es: \$					Coins: \$				\$
Total \$												Register:
Amount												
Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date

Nam	ne:		Date	/Day/T	ime:] [tht forwa	ırd		
												\$	\$		\$
	Transaction	ns	Total	Te dei		Change		Transactions			Tota		en- ered	Change	
1.	\$4.05 &	65c		\$	5			11.	\$:	3.15 &	65c			55	
2.	\$1.10 & \$	2.55		\$	5			12.	\$1	.35 & \$	2.55		5	\$5	
3.	75c & \$1	25		\$	5			13.	4.	5c & \$1	.25		,	\$5	
4.	\$1.45 & \$	3.50		\$	5			14.	\$1	.95 & \$	2.50		,	55	
5.	\$2.15 & \$	2.80		\$	5			1	\$1	.20 & \$	2.80		,	\$5	
6.	\$2.70 &	55c		\$	5			16.	(24 0	?		,	\$5	
7.	\$3.35 & \$	1.35		\$	5			7.		1.45 a	49c		(\$5	
8.	\$2.99 & \$	1.99		6				Ĩ,	\$1	.99 & \$	1.98			\$5	
9.	\$2.03 & \$	2.97		\$	5	2			\$	1.83 &	96c			55	
10.	65c & \$4	.15		\$	5			20.	į	50c & 9 & \$2.4			,	\$5	
	1	Гotals:						Totals:							
Ca	sh at end	\$5	\$10	\$20	\$50	\$100	\$2		\$1	50c	20c	10c	5c		Date
,	Amount														
	Total \$						Register:					gister:			
Tot	tals at end		Note	s: \$					(Coins: \$	5				\$
Cou	nted by & t	ime:					Che	cked	by 8	k time:					

Cash at start		\$							
add tendered	\$								
less change	\$	\$							
Cash at end		\$							
Over?	Under?	Balanced?							
Authorised:									

8a \$10 Multi - Running

N/	leth	20	ا ٠
IVI	чu	IU	u.

Totals at start		Note	es: \$				(Coins: \$	•			\$
Total \$												Register:
Amount												
Starting cash float	\$5	\$10	\$20	\$50	\$100 \$2 5		\$1	\$1 50c 20c		10c	5c	Date

Name	:			Da	ite/	Day/Time:	
	Transactions	Total	Tendered	Change	٤	Units	Running total \$
1.	\$7.50 & \$1.50		\$10		\$ c		
2.	\$6.45 & \$3.50		\$10		\$ c		
3.	\$4 & \$2.99		\$10		\$ c		_
4.	\$1.45 & \$8.40		\$10		\$ c	•	
5.	\$3.99 & 99c		\$10		ड	11	4
6.	85c & \$7.40		\$10		c		8
7.	\$1.25 & \$2.50		\$10		0		
8.	\$1.55 & \$3.65	•	Oil	1		1	
9.	\$1.45 & \$5.95		\$1		He		
10.	75c & \$1.20 & \$2.50		\$10		\$ C		
	Totals:		0				

Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at end		Note	es: \$				(Coins: \$	5			\$
Counted by & time:						Check	ed by 8	k time:				

Cash at start		\$						
add tendered	\$							
less change	\$	\$						
Cash at end		\$						
Over?	Under?	Balanced?						
Authorised:								

Method: _____ \$10 Multi 8b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:					Checked by & time:							

Nam	ie:		Date	/Day/T	ime:]					ght forwa			
												\$	\$		\$
	Transaction	ns	Total	Te dei		Change		Transactions			Tota		en- ered	Change	
1.	\$5.50 & \$	2.20		\$1	.0			11.	6	2c & \$3	.84		\$	10	
2.	\$4.40 & \$	4.30		\$1	.0			12.	\$2	.84 & \$	3.86		\$	10	
3.	\$2.75 & \$	2.25		\$1	10			13.	\$1	.29 & \$	7.45		\$	10	
4.	52c & \$3	3.75		\$1	.0			14.	\$2	.20 & \$	2.20		\$	10	
5.	\$8.80 &	95c		\$1	.0			1	\$4	.50 & \$	5.12		\$	10	
6.	\$7.40 & \$	1.49		\$1	.0	1		16.		9(% 99 .49 , ,			\$	10	
7.	\$5.25 & \$	4.50		\$1	0			7.	\$7	& \\Sc	65		\$	10	
8.	\$3.15 & \$	6.25						íA	\$	8.50 & & \$1.0			\$	10	
9.	\$2.99 & \$ & \$2.9			\$1	0	2			\$2	.15 & \$ & \$2.7	2.45 5		\$	10	
10.	\$4 & \$2 &	88c		\$1	.0			20.		3.25 & 2.85 &			\$	10	
	1	Totals:						Totals:							
Ca	sh at end	\$5	\$10	\$20	\$50	\$100	\$2	2	\$1	50c	20c	10c	5c		Date
,	Amount														
	Total \$						Register:					gister:			
Tot	als at end		Note	es: \$						Coins: \$	\$	1		!	\$
Cou	nted by & ti	ime:					Che	cked	d by 8	k time:				1	

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

9a \$20 Multi - Running

Method	

Amount Total \$ Totals at start	Note	es: \$				(Coins: \$	S			Register:
											Register:
Amount											
Starting \$5 cash float	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date

Name: Date/Day/Time:													
	Transactio	ns	То	otal	Round	ded .	Tendere	d Ch	ange	Un	its	Run	ning al \$
1.	\$7.50 &	\$3.50					\$20		(+			
2.	\$6.50 &	\$2.45					\$20		Ç				
3.	\$8.90 &	\$3.55					\$20		9				
4.	\$3.50 &	\$11.80					\$20		(5			
5.	\$11.75	& 95c					\$2%	11	\$		4		
6.	\$1.50 & & \$3						20	X					
7.	\$3.55 &	\$2.74					\$20	3					
8.	\$6.55 &	\$11.85			Q		80		5	5			
9.	\$9.99 & & 8					5	\$ 2		(С			
10.	55c & 9 & \$12	\$3.85 2.95					\$0		(5		-	
		Total	s:										
Casl	h at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Ar	mount												
To	otal \$												Register:
Tota	Totals at end Notes: \$ Coins: \$									\$			

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Counted by & time:

Checked by & time:

Method: _____ \$20 Multi 9b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:					Checked by & time:							

Nam	ie:		Date	/Day/T	īme:						Broug	ght forwa	rd		
												\$	\$		\$
	Transaction	ns	Total	Te dei		Change			Tran	saction	ıs	Tota		en- red	Change
1.	\$5.50 &	\$5		\$2	20			11. \$2.75 & \$3.75				\$	20		
2.	\$6 & \$7.	.50		\$2	20			12. \$5.50 & \$4.50 \$7.25					\$	20	
3.	\$3.75 & \$	8.25		\$2	20			13.	\$4.	99 & \$1 & \$1.5			\$	20	
4.	\$9.25 & \$	3.75		\$2	20			14.		.99 & \$ & \$12.6			\$	20	
5.	\$7.50 & \$	2.99		\$2	20				\$1	.50 & \$ & \$4.4			\$	20	
6.	\$6.99 & \$	3.99		\$2	20			16.	16.		\$	20			
7.	\$4.95 & \$	4.95		\$2	20			7.	\$1	& \$\).7	3.85 5		\$	20	
8.	99c & \$15	5.75		•				I.A		.99 & \$.0.99 &			\$	20	
9.	\$4.55 & \$1	L4.99		\$2	20				\$3.	99 & \$1 & 99c			\$	20	
10.	\$11.54 & \$	57.25		\$2	20			20.		.75 & \$.95 & \$			\$	20	
	1	otals:								1	otals:				
Ca	sh at end	\$5	\$10	\$20	\$50	\$100	\$2	2	\$1 50c 20c		20c	10c	5c		Date
,	Amount														
	Total \$													Reg	gister:
Tot	als at end		Note	es: \$					(Coins: \$	•			!	\$
Cou	nted by & ti	ime:					Che	cked	by 8	k time:				1	

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

10a \$50 Multi - Running

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			· · ·									т
Totals at start		Note	es: Ś					Coins: \$	•			Ś
Total \$												Register:
Amount												
Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date

Name	.:								Date	:/Day/Ti	me:		
	Transactio	ons	To	otal	Round	ded	Tendere	d Ch	ange	Un	its	Run	ning al \$
1.	\$17.80 &	\$24.20)				\$50			5			
2.	\$25.50 &	\$15.45	5				\$50			5			
3.	\$33.65 8	§ \$1.50					\$50			5			
4.	\$11.05 &	\$24.95	5				\$50			5			
5.	\$9.99 &	\$29.99					\$5%	1,	5		1		
6.	\$8.88 &	\$25.75					<i>3</i> 0				•		
7.	\$4.25 &	\$41.74					\$ 5 0						
8.	\$35.50 &	\$11.25	5		Q	7	GD.		•	5			
9.	\$16.67 8 & \$4	\$ \$2.21 1.44				5	\$ 9		(5			
10.	\$19.99 8 & \$10.75	\$ \$9.99 5 & 95c					\$0			5			
		Totals	s:										
Cas	h at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Ar	mount												
T	otal \$												Register:
Tota	ls at end		Note	es: \$					Coins:	\$			\$

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Counted by & time:

Checked by & time:

Method: _____ \$50 Multi 10b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:						Checked by & time:						

Nan	ne:		Date	/Day/T	ime:						Broug	ght forwa	ard		
												\$	\$		\$
	Transaction	ıs	Total	Te dei		hange			Tran	saction	ıs	Tota		Ten- ered	Change
1.	\$2.45 & \$2	24.50		\$5	50			11.		75 & \$1 & \$24.9				\$50	
2.	\$17.50 & \$	25.95		\$5	50			12.		99 & \$2 & \$15.7				\$50	
3.	\$16.20 & \$	32.85		\$5	50			13.		.99 & \$ & \$22.0				\$50	
4.	\$16.25 & \$	11.55		\$5	50			14.		.25 & \$ & \$12.5				\$50	
5.	\$25.95 & \$	59.99		\$5	50					\$11 & 9 & \$24.9				\$50	
6.	\$19.89 & \$	18.99		\$5	50			16.		.5 0 & \$				\$50	
7.	\$22.20 & \$	25.75		\$5	50			7.	\$F \$	99 > \$	2.50 6.99			\$50	
8.	\$11.99 & \$	29.99		48				Ĩ,		.95 & \$.95 & \$				\$50	
9.	\$12.45 & \$	12.50		\$5	50	Y	7			: & \$16. 1.85 & \$				\$50	
10.	\$29.20 & \$	17.75		\$5	50			20.		99 & \$5 95 & \$1				\$50	
	Т	otals:			O						Totals:				
Ca	sh at end	\$5	\$10	\$20	\$50	\$100	\$2 \$1 50c 20c					10c	5c		Date
	Amount														
	Total \$													Re	gister:
To	tals at end		Note	es: \$						Coins: \$	\$				\$
Cou	inted by & ti	me:					Che	cked	l by 8	k time:					

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

11a \$100 Multi - Running

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VI	ıσι	ш	JU	<i>1</i> .

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & ti	Counted by & time:						ed by 8	k time:				

Name	:								Dat	e/Day	/Time:			
	Transactio	ons	Т	otal	Roun	ded	Tendered	Cha	nge		Units		Runnii total	ng \$
1.	\$32.45 &	\$27.50)				\$100			\$ c				
2.	\$25.60 &	\$55.95	5				\$100			\$ c				
3.	\$71.50 &	\$28.45	5				\$100			\$ c				
4.	\$33.33 &	\$55.55	5				\$100			\$ c				
5.	\$18.54 &	\$72.45	;				\$10	11		\$ c	4			
6.	\$8.99 &	\$65.99					S. 70		Ç	3	3	\		
7.	\$17.95 &	\$32.50)				\$296							
8.	\$28.75 & & \$3	\$27.50 5.45)		Q		. 705			\$ c				
9.	\$34.99 & & \$1	§ \$9.99 9.95				5	\$. 70			\$ c				
10.	\$9.95 & & \$19.50	\$29.99 & \$9.9	5				\$1.30			\$ c				
Totals														
Cas	h at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	500	20	c 10	16	50	

Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at end		Note	es: \$				(Coins: \$	5			\$
Counted by & ti	Counted by & time:						ed by 8	k time:				

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Method: _____ \$100 Multi 11b

Counted by & ti		Checked by & time:										
Totals at start Notes: \$							\$					
Total \$												Register:
Amount												
Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date

Nam	ne:		Date	/Day/1	ime:						Broug	ght forwa	rd		
												\$	\$		\$
	Transaction	ns	Total	Te dei		hange			Tran	saction	ıs	Tota		en- red	Change
1.	\$29.50 & \$	17.50		\$1	00			11.	\$42	.51 & \$	28.88		\$1	.00	
2.	\$52.40 & \$	25.50		\$1	00			12. \$4.50 & \$25.95 & \$16.47					\$1	.00	
3.	\$65.25 & \$	32.65		\$1	00			13.		.50 & \$ & \$10.9			\$1	.00	
4.	\$39.95 & \$	29.95		\$1	00			14.	\$7.	45 & \$2 & 52.9			\$1	.00	
5.	\$29.99 & \$	59.75		\$1	00			S		.50 & \$ & \$75.5			\$1	.00	
6.	\$17.45 & \$	42.50		\$1	00	1		16.		5 (3 \$ \$ 5 A \$ 5 A	?		\$1	.00	
7.	\$34.50 & \$	16.66		\$1	00			7.	\$1	R 57.8.9	.77 95		\$1	.00	
8.	\$72.50 & \$ & \$10.9			Q	D					0 & \$40 1.50 & \$			\$1	.00	
9.	\$25.90 & \$ & \$10			\$1	00	3 Y				99 & \$9 .02 & \$			\$1	00	
10.	\$27.70 & \$	49.99		\$1	00			20.		.55 & \$ 16 & \$?			\$1	00	
	1	otals:								1	otals:				
Ca	ish at end	\$5	\$10	\$20	\$50	\$100	\$2 \$1 50c 20c 10c					10c	5c		Date
	Amount														
	Total \$													Reg	gister:
Tot	tals at end		Note	es: \$		-			(Coins: \$	•	•		!	\$
Cou	nted by & ti	ime:					Che	cked	l by 8	k time:					

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

12a Mixed - Running

M	lot k	od:	
IVI	CLI	iuu.	

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start Notes: \$							(Coins: \$	5			\$
Counted by & ti			Check	ed by 8	k time:							

Name	:			Dat	e/Day/Time:	
	Transactions	Rounded	Tendered	Change	Units	Running total \$
1.	\$2.65		\$5		\$ c	
2.	\$29.85		\$50		\$ c	
3.	\$17.45		\$20		\$ c	
4.	\$6.98		\$10		\$ c •	
5.	69c		\$2		5	4
6.	\$75.75		\$100			8
7.	\$11.50		\$20		376	
8.	\$6.99	•	ON		5	
9.	\$13.45		\$2			
10.	\$42.85		\$50		\$ C	
Totals						

Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at end		Note	es: \$				(Coins: \$	5			\$
Counted by & ti		Check	ed by 8	k time:								

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Counted by & time:						Checked by & time:						I
Totals at start		Note	es: \$					Coins: \$	\$			\$
Total \$												Register:
Amount												
Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date

Nam	ne:		Date	/Day/	Time:		1 [Brou	ght forwar	·d		
									\$			\$	\$		\$
	Transaction	ıs	Rounde	d de	en- ered	Change			Tran	saction	ns	Round		en- red	Change
1.	\$2.50			9	55			11.		\$7.50	1		\$	10	
2.	\$11.65	5		\$	20			12.		\$19.25	5		\$	20	
3.	\$27.89)		\$	50			13.		95c			ç	52	
4.	\$34.99)		\$1	100			14.		\$11.55	5		\$	50	
5.	\$6.25			\$	10					\$2.85	1		\$	10	
6.	89c			9	\$5			16.		\$80.00	8		\$1	100	
7.	\$44.45	5		\$	50		0	ō ₫7.		\$17.00	5		\$	20	
8.	\$19.95	5						í,		\$25.10)		\$	50	
9.	\$68.25	5		\$1	100					\$44.99	9		\$	50	
10.	\$80.50)		\$1	100			20.		\$6.15	ı		\$1	L00	
To- tals					0			To- tals							
Ca	sh at end	\$5	\$10	\$20	\$50	\$100	\$2		\$1	50c	20c	10c	5c		Date
,	Amount														
	Total \$						Registe						gister:		
Tot	tals at end		Note	s: \$	<u> </u>	I			(Coins: \$	\$			1	\$
Cou	nted by & ti	me:					Checked by & time:								

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

13a Mixed Multi - Running

N/I	~ 4h	od:	
IVI	eui	ou.	

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:						Check	ed by 8	k time:				

Name	:								Dat	e/Day/T	ime:		
	Transactio	ons	T	otal	Rou	nded	Tendere	ed C	hange	Uı	nits	Run	ning al \$
1.	\$2.15 &	\$1.75					\$5			\$			
							4=0	+		\$ \$			
2.	\$19.85 &	\$18.95					\$50			С			
3.	\$15.45	& 99c					\$20			\$			
								-		\$ \$			
4.	\$3.98 &	\$3.99					\$10			C		\dashv	
5.	69c &	. OE c					¢ 5.			\$. 1		
J.	090 0	. 630						1	· 	С			
6.	\$74.25 &	\$11.75					÷ 80		V				
7.	\$10.50 8	& \$8.75					५२०	2	(
8.	\$6.99 &	\$2.99			0		415			\$ c			
9.	\$3.45 &	\$8.99				5	7. 78			\$ c			
10.	\$4.50 & & \$6	\$7.75 5.20					, 30	+		\$ c			
Totals													
Cas	h at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	500	20c	10c	5c	Date
Ar	mount												1
							1				+		

Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at end		Note	es: \$					Coins: \$	\$			\$
Counted by & ti	Counted by & time:					Checked by & time:						

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Method: _____ Mixed Multi 13b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date	
Amount													
Total \$												Register:	
Totals at start	otals at start Notes: \$						Coins: \$						
Counted by & time:					Check	ed by 8	k time:						

\$12.50 & \$22 \$7.75	Total			_					\$	\$		\$	\$
\$12.50 & \$22	Total			_					l	- 1			
& \$22			ed c	Ten- dered	Change	1	ransact	ions	Total		ınd- d	Ten- dered	Change
\$7.75				\$50		11.	\$7.50 & & \$4	& \$7.50 4.50				\$50	
& \$7.65				\$20		12.						\$20	
\$37.99 & \$4.01				\$50		13.						\$2	
\$34.99 & \$24.99				\$100		14.	\$10.5	55 x 3				\$50	
\$8.25 & \$1.50				\$10			, 2.2	5 x 4	4			\$10	
\$1.89 & \$2.98				\$5		1.0.	3.00	X 2	R			\$100	
\$34.45 & \$10.75				\$50			2 x	3.47				20	
\$8.95 & \$10.95			<	10		18.	(5.10 & @	\$ 90c \$9.50				\$50	
\$58.75 & \$27.85				\$100	5							\$50	
\$80.50 & \$9.55				\$100		20.						\$100	
Totals:							,	Totals:					
sh at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c		Date
mount													
Total \$						Regist					ister:		
als at end		Note	es: \$	-				Coins: \$	\$			\$	
nted by & ti	me:					Checked by & time:							
	\$ \$7.65 \$37.99 \$ \$4.01 \$34.99 \$ \$24.99 \$ \$24.99 \$ \$1.50 \$ 1.89 \$ \$2.98 \$34.45 \$ \$10.75 \$ \$8.95 \$ \$10.95 \$ \$58.75 \$ \$27.85 \$ \$0.50 \$ \$9.55 Totals: th at end mount Total \$ als at end	\$ \$7.65 \$37.99 \$ \$4.01 \$34.99 \$ \$24.99 \$ \$2.4.99 \$ \$1.50 \$ \$1.89 \$ \$2.98 \$34.45 \$ \$10.75 \$ \$8.95 \$ \$10.95 \$ \$58.75 \$ \$27.85 \$ \$0.50 \$ \$9.55 Totals:	\$ \$7.65 \$37.99 \$ \$4.01 \$34.99 \$ \$24.99 \$ \$2.4.99 \$ \$1.50 \$ \$1.89 \$ \$2.98 \$ \$34.45 \$ \$10.75 \$ \$8.95 \$ \$10.95 \$ \$58.75 \$ \$27.85 \$ \$0.50 \$ \$9.55 Totals: The at end \$ \$ \$10 mount Total \$ \$10	\$ \$7.65 \$37.99 \$ \$4.01 \$34.99 \$ \$24.99 \$8.25 \$ \$1.50 \$1.89 \$ \$2.98 \$34.45 \$ \$10.75 \$8.95 \$ \$10.95 \$58.75 \$ \$27.85 \$ \$0.50 \$ \$9.55 Totals: The at end \$5 \$10 \$20 mount Total \$ als at end Notes: \$	\$ \$7.65 \$20 \$37.99 \$ \$4.01 \$50 \$50 \$34.99 \$100 \$34.99 \$100 \$8.25 \$1.50 \$10 \$5 \$10 \$5 \$10 \$5 \$10 \$10 \$1.89 \$5 \$10.75 \$5 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10 \$10	\$\$7.65 \$\$37.99 \$\$4.01 \$\$50 \$\$100 \$\$34.99 \$\$100 \$\$8.25 \$\$1.50 \$\$10 \$\$50 \$	\$\$7.65 \$20 \$12. \$37.99 \$\$7.99 \$\$4.01 \$100 \$14. \$34.99 \$\$1.50 \$100 \$14. \$34.99 \$\$1.50 \$\$10 \$\$1.89 \$\$5.98 \$\$5.98 \$\$10.75 \$\$8.95 \$\$10.75 \$\$8.95 \$\$10.95 \$\$100 \$\$20 \$\$50 \$\$100 \$\$20. \$\$100 \$\$20. \$\$100 \$\$20. \$\$100 \$\$20. \$\$3100 \$\$20. \$\$3100 \$\$20. \$\$3100 \$\$20. \$\$3100 \$\$3100 \$\$20. \$\$3100 \$\$3	\$ \$7.65 \$20 \$12 \$6 \$37.99 \$\$4.01 \$50 \$13. \$65c.8 \$24.99 \$100 \$14. \$10.5 \$2.2 \$34.49 \$50 \$50 \$2.2 \$34.45 \$34.45 \$50 \$50 \$2.8 \$34.45 \$34.99 \$50 \$50 \$2.8 \$34.45 \$34.45 \$34.45 \$35.10 \$35	& \$7.65 \$20 12. \$6.85 \$37.99 \$50 13. 65c & 65c & 45c & 45c \$34.99 \$100 14. \$10.55 x 3 \$8.25 \$1.50 \$10 22.25 x 4 \$1.89 \$5 26. \$2.25 x 4 \$34.45 \$50 27. \$11.00 \$2.20 \$8.95 \$10.75 \$50 18. \$5.10 & 90c \$58.75 \$100 18. \$2.10 & 90c \$2.24.99 \$80.50 \$100 20. \$16.15 x 2 & 50c \$10.50 x 2 Totals: Totals: Totals: Coins: \$100	& \$7.65 \$20 \$12. \$6.85 \$37.99 \$50 \$13. \$65c & 65c & 845c \$34.99 \$100 \$14. \$10.55 x 3 \$8.25 \$10 \$2.25 x 4 \$1.89 \$5 \$2.6 \$2.25 x 4 \$34.45 \$50 \$18. \$510 & 90c & 2x & 3.49 \$8.95 \$10. \$18. \$510 & 90c & 9.50 \$58.75 \$100 \$18. \$510 & 90c & 9.50 \$80.50 \$100 \$16.15 x 2 & 510 & 90c & 9.50 \$9.55 \$100 \$16.15 x 2 & 510 & 90c & 9.50 \$10.50 x 2 \$10.50 x 2 Totals: Totals: Shat end \$50 \$50 \$100 \$2 \$1 50c 20c mount \$50 \$50 \$100 \$2 \$1 50c 20c	& \$7.65 \$20 \$12. \$6.85 \$37.99 \$4.01 \$50 \$13. \$65c & 65c & 45c & 45c \$34.99 \$24.99 \$100 \$14. \$10.55 x 3 \$8.25 \$1.50 \$10 \$2.25 x 4 \$1.89 \$5.95 \$6. \$2.25 x 4 \$1.89 \$5.00 \$2.25 x 4 \$1.89 \$5.10 & 50 \$2.20 & 50 \$8.95 \$10.99 \$8.99 \$58.75 \$100 \$18. & 5.10 & 90c & 50 \$80.50 \$100 \$16.15 x 2 & 510.50 x 2 Totals: Totals: Totals: **Coins: \$	8 \$7.65 \$20 12. \$6.85 13. 65c & 65c & 65c & 45c &	& \$7.65 \$20 \$12. \$6.85 \$20 \$37.99 \$4.01 \$50 \$13. \$65c & 65c & 45c \$2 \$34.99 \$100 \$14. \$10.55 x 3 \$50 \$8.25 \$10 \$2.225 x 4 \$10 \$1.89 \$5 \$2.0 \$2.25 x 4 \$100 \$1.89 \$5 \$2.0 \$2.25 x 4 \$100 \$34.45 \$50 \$2.0 \$2.25 x 4 \$100 \$8.95 \$100 \$2.10 \$2.25 x 4 \$100 \$8.95 \$100 \$2.20 \$100 \$50 \$8.95 \$100 \$2.20 \$100 \$50 \$8.50 \$100 \$2.510 \$20 \$50 \$80.50 \$9.50 \$100 \$2.510 \$20 \$100 \$8.95.5 \$100 \$2.510 \$20 \$100 \$2 \$100 \$2.510 \$20 \$20 \$20 \$20 \$100 \$2.510 \$20 \$20 \$20 \$20 \$100 \$2.20 \$20 \$20 \$20 \$20 \$100 \$2.20 \$20 \$20 \$20 \$20 \$20 \$2.20

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

14a Mixed Units - Running

Method	
NAOTHOC	4.
	1
111011100	4 .

Counted by & ti		Check	ed by 8	k time:								
Totals at start	otals at start Notes: \$						(Coins: \$	5			\$
Total \$												Register:
Amount												
Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date

Name	:									Dat	e/Day/	Time:					
	Transactio	ons	Т	otal	Round	ed	Tend	lered		Change	U	nits	Running total \$				
1.	\$2.15 8	\$1.25				Ş	\$2 \$1 \$1				\$ c						
2.	\$16.25 8	\$18.65	5				\$20 \$20				\$ c						
3.	\$15.25	& 75c				\$	10 \$5 \$	2			\$ c						
4.	\$8.68 8	\$8.66				\$	10 \$5 \$.	5			\$ c						
5.	66c 8	k 85c					c 50c 2 20c 7 c	26	•		\$						
6.	\$72.25 8	\$11.75	;			,	75, 62 , 0, 5			N C							
7.	\$10.50	& \$8.75					\$10 \$ 2 \$ \$	3/		Y	\$ c						
8.	\$6.66 8	\$2.66			O		3 E 2	X			\$ c						
9.	\$8.25 8	\$8.66					5 \$5 \$ 2 \$2 \$2		•		\$ c						
10.	\$2.50 & & \$6	\$7.75 5.20					3. 7 C 20c 5	С			\$ c						
Totals																	
Casl	n at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date				
Ar	nount																
To	otal \$												Register:				
Tota	ls at end		Note	es: \$					Coins	: \$			\$				
Count	ted by & t	ime:					Checke	ed by 8	& time	e:							

Cash at start		\$						
add tendered	\$							
less change	\$	\$						
Cash at end		\$						
Over?	Under?	Balanced?						
Authorised:								

Method: _____ Mixed Units 14b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date		
Amount														
Total \$												Register:		
Totals at start	t start Notes: \$							Coins: \$						
Counted by & time:						Check	ed by 8	k time:						

Nar	ne:		1	Date/[Day/Time	2:				Br	ought for	ward			
											\$	\$		\$	\$
Tra	ansactions	Total		und- ed	Ten- dered	Change		Tr	ansactio	ns	Total	Rou		Ten- dered	Change
1.	\$2.75 & \$1.75				\$2 \$2 50c 50c		11.		\$11 & & \$15.					\$20 \$20 \$2	
2.	\$28.50 & \$75.40				\$50 \$20 \$20 \$20		12.	\$1	12.50 & \$ & \$13.					\$20 \$10 \$2 x 4	
3.	\$140 & \$9.15				\$100 \$50		13.		\$27.60 & & \$5					\$50 \$50 \$50	
4.	\$12.75 & \$27.50				\$20 \$20 \$10		14.	75	5c & 45c 89c &					\$1 \$1 \$1 50c 20c	
5.	\$9.99 & \$33.99				\$20 \$10 \$5 \$5 \$5		15.		1 & s \$33 &	\$22 \$44	4			\$20 x 6 \$10	
6.	\$24.50 & \$17.95				\$20 \$20 \$20		100		1.5 % X	200 & 55 / J	8			\$5 \$5 \$2 \$1	
7.	\$19.95 & \$59.95				\$50 \$20 \$10			•	11 (\$7	57/5				\$20 \$10 \$5 \$5	
8.	\$11.85 & \$4.60				\$* \		Mio.		\$20 4, \$12	& .50				\$50 \$10 \$10 \$5 \$5	
9.	\$9.99 & \$19.99				\$20 \$5 \$ \$2 \$2	2	N. C.		x \$6.5 3 x \$3.					\$10 \$5 \$2 x 5	
10.	\$29.50 & \$12.80				\$20 \$10 \$10 \$5		20.		\$5.50	x 4				\$!0 \$5 \$5 \$2	
	Totals:								Т	otals:					
C	ash at end	\$5	\$1	0 \$	20 \$50	\$100	\$2	2	\$1	50c	20c	10c	Oc 5c D a		Date
	Amount														
	Total \$													Regis	ter:
То	tals at end		N	otes:	\$	1	Coins: \$ \$								
Cou	unted by & t	ime:					Che	eck	ced by &	time:					

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

15a Price + GST - Running

B #	- 41-	od:	
IN //I	OTD	~~:	
IVI			
	~	~~:	

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$			Coins: \$						\$
Counted by & time:						Check	ed by 8	k time:				

Name	:									Date	e/Day/1	Γime:	
Tran	sactions	+ (GST	Tota	al		Tender	ed	С	hange	U	nits	Running total \$
1.	\$20					\$50					\$ c		
2.	\$50					\$50 \$	10				\$ c		
3.	\$100					\$100 \$	520				\$ c		
4.	\$25					\$20 \$5	\$5	•			\$ c		
5.	\$12.50				:	\$10 \$2 \$	2 \$1	11			\$		
6.	\$120					\$100 \$ \$10 \$	E.	不			į		
7.	\$60					\$? \$30	\$20 2	5.		_	\$ c		
8.	\$35				O	\$20 \$		X		- F	\$ c		
9.	\$25					0 \$5 \$2 5 \$	\$ \$ F 2 \$ 2				\$ c		
10.	\$12.50					\$10 \$2	\$1 0c				\$ c		
Totals						30							
Cash	n at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Ar	nount												
To	otal \$												Register:
Total	s at end		Note	es: \$				(Coins:	\$			\$
Count	ed by & ti	me:					Check	ed by 8	k time:				

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$					Coins: \$	\$			\$
Counted by & ti		Checked by & time:										

Nam	ie:		Date/	Day/Ti	me:		1 🗆				Brought	forward			
									\$	\$		\$	\$		\$
Tran	sactions	+ GST \$	Total	Tend	ered	Change	Tr	an	saction	s +	GST \$	Total	Tend	lered	Change
1.	\$50			\$50	\$10		11	1.	\$150					00	
2.	\$200			\$100 \$50			12	2.	\$12.50)			\$!	50	
3.	\$75			\$50 \$2	\$20 20		13	3.	\$45					\$20 10	
4.	\$25			\$20	\$10		14	4.	\$7.50				\$5	\$5	
5.	\$10			\$5 \$!	5 \$5	•			,18.60)			\$10 \$5) \$5 \$5	
6.	\$8			\$5 \$2 \$2		1	10	6	. 07		?) \$5 \$1	
7.	\$55			\$20 \$20	\$20		S		\$19 99				\$10 \$5) \$5 \$5	
8.	\$44			\$ 0	0		18		`79.95	5			\$50 \$2	\$20 20	
9.	\$110			\$100 \$1	\$ 0				\$55					\$20 \$10	
10.	\$15			\$5 \$! \$1			20	0.	\$175				\$100 \$!	\$50 50	
To- tals							To ta								
Ca	sh at end	\$5	\$10	\$20	\$50	\$100	\$2	Ī	\$1	50c	20c	10c	5c		Date
	Amount														
	Total \$							T						Regi	ster:
Tot	als at end	k	Notes	: \$					Co	ins:	\$	1		\$	
Cou	nted by 8	time:					Chec	ke	d by & t	ime					

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

16a Price + GST Multi - Running

8.0 41 1		
Method	-	
MICLING		

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$					Coins: \$	5			\$
Counted by & ti	Check	ed by 8	k time:									

Name	:									Date	/Day/T	ime:	
Tran	sactions	Sun	n	+ GST	Tota	ı	Tend	ered	Ch	nange	U	nits	Running total \$
1.	\$20 & \$30						\$100			(
2.	\$35 & \$50						\$100			(
3.	\$12 & \$18					\$	20 \$20			(
4.	\$55 & \$49					\$	50 \$50 20 \$20			(5		
5.	\$7.50 & \$12.50					Ş	\$20 \$5	11					
6.	\$19.99 & \$18.95					Ş	76 FO						
7.	\$45 & \$55					Ş	50 \$5. \$2	3					
8.	\$100 & \$75				Q	\$1	\$2 S			(5		
9.	\$12 & \$5 & \$7.50					5	10 \$ 10 \$16	Y		(
10.	\$15 & 8 x \$5.55					\$50	0 \$ 9 \$ \$1 500	2		(5		
Totals							<i>)</i> 						
Casl	n at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Ar	mount												
To	otal \$												Register:
Tota	ls at end		Not	es: \$				(Coins: S	\$			\$
Count	ted by & ti	me:					Check	ed by 8	k time:				

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$					Coins: \$	\$			\$
Counted by & time:							ed by 8	k time:				

Nan	ne:		٦I				В	rought	forwa	rd							
									\$		\$		\$		\$		\$
Trar	nsactions	+ GST \$	Total	Ten	dered	Change		Trai	nsactio	ns	+ G	ST\$	To	tal	Tend	ered	Change
1.	\$50 & \$30			\$3	100			11.	\$5 & \$ & \$23	59 3					\$20 \$1		
2.	\$200 & \$150			8 x	\$50			12.	\$9 & \$ & \$7	18					\$5	50	
3.	\$55 & \$95			9 x	\$20			13.	\$25 & & \$10	\$8 6					\$20 \$2		
4.	\$25 & \$175			5 x	\$50			14.	2 @ \$9.50)					\$1 6 x		
5.	\$10 & \$15			\$	550			d	3 @ \$19.9	9					\$50	\$20	
6.	\$88 & \$132			3 x	\$100	1		16	& S.	\$9 \$9		R			\$10 \$1		
7.	\$55 & \$155			5 x	\$50			?	\$5.						\$5	50	
8.	\$12.99 & \$7.50			0	52			18.	5 @ `11						\$50	\$20	
9.	\$18.75 & \$18.75			5 x	\$1				6 @ \$45						6 x :	\$50	
10.	\$45 & \$99.99				100 100			20.	10 @ \$ & 5@ \$	56 518					9 x :	\$20	
To- tals					O			To- tals									
Ca	ash at end	\$5	\$10	\$20	\$50	\$100	\$	52	\$1	5(Эс	20c	10)c	5c		Date
	Amount																
	Total \$															Regi	ster:
To	tals at end	k	Note	s: \$					C	oir	าร: \$,				\$	
Cou	inted by 8	time:					Ch	ecke	ed by &	tir	ne:						

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:	1	1

17a Price w/ Discount - Running

N/I	eth	00	١.
IVI	CUI	UU	۱.

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	\$			\$
Counted by & time:						Checked by & time:						

Name	:									Date	/Day/T	ime:	
Tran	sactions	less Discou		scount \$	Total		Tende	red	Ch	ange	U	nits	Running total \$
1.	\$50	10%					\$50			(5		
2.	\$150	10%				\$1	.00 \$50			-	\$		
3.	\$1,000	5%				\$1	.00 x 10				\$		
4.	\$250	20%				\$50	\$50 \$50 50 \$50			(5		
5.	\$40	25%				\$	520 \$5 2 \$2 / 1	11					
6.	\$200	2.5%				\$1 \$20	D 35						
7.	\$80	15%			_	Ø 30	\$20 \$ \$1	1			5		
8.	\$75	20%			O	Ś	50 %			5	\$		
9.	\$50	7.5%				<u> ¢1</u> \$	\$10.5 10.5		· ·	(5		
10.	\$36	33%				S	2 x .3	•		_	\$		
Totals					C)						
Cash	Cash at end \$5 \$10 \$20 \$50 \$1						\$2	\$1	50c	20c	10c	5c	Date
Ar	nount												
T	otal \$												Register:
Total	s at end		Note	es: \$			Coins: \$ \$						\$
Counted by & time:							Checked by & time:						

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$					Coins: \$	\$			\$
Counted by & time:							ed by 8	k time:				

Na	me:			Date	/Day/Tir	ne:			1		Brough	t forward	ł		
									\$		\$	\$		\$	\$
	ansac- tions	% Dis-	\$ Dis- count	Total	Round- ed	Ten- dered	Chang		ansac- tions	% Dis- count		Total	Round- ed	Ten- dered	Change
1.	\$40	10%				\$50		11.	\$150	10%				\$100 \$100	
2.	\$200	10%				\$100 \$100		12.	\$12.50	10%				\$50	
3.	\$75	20%				\$100		13.	\$45	12.5%				\$20 \$20 \$10	
4.	\$25	10%				\$20 \$20		14.	\$17.50	10%				\$10 \$5 \$5	
5.	\$10	50%				\$20		K	Te. 39	5%		1		\$10 \$5 \$5 \$5	
6.	\$80	25%				\$50 \$20		1.0.	\$24.	%	3			\$20 \$5 \$1 \$1	
7.	\$55	5%				\$20 0			\$39.95	25%				\$10 \$5 \$5 \$5	
8.	\$44	10%				310 \$10		18.	, 1, 95	20%				\$50 \$20 \$20	
9.	\$110	25%				\$51.			ب ₅₅ 55	33%				\$20 \$20 \$20 \$10	
10.	\$15	5%				\$20		20.	\$175	7.5%				\$100 \$50 \$50	
Т					•	O][т							
(Cash at	end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50	c 20	c 10	c 5c	Da	ate
	Amou	nt													
	Total	\$												Registe	er:
To	otals at	end		Not	es: \$					Coins	s: \$			\$	
Со	unted	by &	time:					Checked by & time:							

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

18a Price w/ Disc Multi - Running

B //	thod:	
IVIDI	tnoa:	
IAIC	uioa.	

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$				(Coins: \$	5			\$
Counted by & ti	Counted by & time:						ed by 8	k time:				

Nan	ne:									C	ate/Da	ay/Time	e:
Tra	nsactions	Sum	less Disc.	Disc. \$	Total	Round ed	-	Tende	ed	Chang	ge	Units	Running total \$
1.	\$25 & \$25		10%				\$	550			\$ c		
2.	\$50 & \$150		10%					0 \$50 50			\$ c		
3.	\$75 & \$175		5%					\$100 100			\$ c		
4.	\$25 & \$29.80		20%				\$	550			\$ c		
5.	\$6 & \$8 & \$5.50		25%				.¢()				
6.	\$100 & \$49.99		2.5%				\$2.5	50 20 10		S	\$ c		
7.	\$27.50 & \$22.50		15%				\$1	◆ .0 • • • 5	7		\$ c		
8.	\$125 & \$66		20%		Q		\$20	0.57			\$ c		
9.	\$9.99 & \$10.95		7.5%			5 Y	Ŷ.		·		\$ c		
10.	\$60 & \$50 & \$40		1/3				\$2	0 x 5			\$ c		
To- tals													
Ca	ash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
	Amount												
	Total \$												Register:
Totals at end Notes: \$						Coins: \$ \$							
Counted by & time:						Checked by & time:							

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$					Coins: \$	\$			\$
Counted by & time:							ed by 8	& time:				

Nar	ne:			Date	/Day/	Time:		$\sqcap \Box$			Brought	forward			
									\$		\$	\$		\$	\$
Trar	nsactions	% Dis- count	\$ Dis- count	Total	Roun- ded	Ten- dered	Chang	e	nsactions	% Dis- count	\$ Dis- count	Total	Roun- ded	Ten- dered	Change
1.	\$50 & \$30	10%				\$50 \$50		11.	\$5 & \$16 & \$24	10%				\$50	
2.	\$200 & \$150	10%				\$100 x 4		12.	\$8.50 & \$9 & \$20	10%				\$10 \$10 \$10 \$10	
3.	\$55 & \$95	20%				\$100 \$50		13.	\$8 & \$16 & \$24	12.5%				\$20 \$20 \$10	
4.	\$25 & \$175	10%				\$50 x 4		14.	6 @ \$49.99	10%				\$50 x 6	
5.	\$10 & \$15	50%				\$20 \$20			@ \$17.50	5%	7			\$50 \$20 \$20	
6.	\$88 & \$132	25%				\$50 x \$20	3	10.	\$ 1 \$b	loy	8			\$50 \$50 \$20 \$20	
7.	\$55 & \$155	5%				, y			\$2.08 \$99.9	loy est				\$20 x 10	
8.	\$12.99 & \$7.50	10%			Q	\$10		18.		10% off highest				\$5 x 9	
9.	\$18.75 x 2	25%				2 <u>10</u>			3 @ \$33.33	Buy 2 3rd free				\$20 \$20 \$20 \$10	
10.	\$45 & \$99.99	5%				\$20 x		20.	\$96 & \$74	5% off > \$100				\$50 \$50 \$50 \$20	
To- tals							J	To- tals							
C	ash at en	d	\$5 \$	510	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Da	te
	Amount														
	Total \$													Registe	er:
То	tals at er	nd		Notes:	\$				C	oins: \$;			\$	
Cou	unted by	& time	e:					Check	ed by &	time:					

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

19a Listening - Running

Method	
MICHION	

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start	Totals at start Notes: \$						(Coins: \$	5			\$
Counted by & ti		Check	ed by 8	k time:								

Name:			Da	ate/Day	//Time:	
Transactions	Rounded	Tendered	Change	е	Units	Running total \$
1.				\$		
2.				¢		
				c		
3.				C		
4.				\$		
				C S		4
5.				3	-	
6.				c	V :	2
7.				0	Y	
8.		76-		B		
6.		X				
9.		5		No.		
10.				\$		
Totals				С		
iotais						

					Y							
Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at end Notes: \$						Coins: \$						\$
Counted by & ti		Check	ed by 8	k time:								

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Method: _____ Listening 19b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$					Coins: \$	\$			\$
Counted by & time:							ed by 8	k time:				

Name: Date/Day/Time:								Brought forward							
								\$			\$	\$		\$	
	Transaction	ıs	Rounded	Ten- dered	Change			Tran	saction	S	Rounde	ed de	en- red	Change	
1.						1	1.								
2.						1	2.								
3.						1	.3.								
4.						1	4.								
5.							3			1					
6.					_1		6.	(?					
7.						O	7.								
8.				Q		î									
9.					5Y										
10.						2	20.								
To- tals							o- als								
Ca	sh at end	\$5	\$10 \$	20 \$5	50 \$100	\$2		\$1	50c	20c	10c	5c		Date	
	Amount														
	Total \$												Reg	gister:	
To	tals at end		Notes:	\$	'			(Coins: \$;			5	\$	
Cou	nted by & ti	me:				Check	кed	by 8	time:						
_		_		_				_			_		_		

Cash at start		\$							
add tendered	\$								
less change	\$	\$							
Cash at end		\$							
Over?	Under?	Balanced?							
Authorised:									

20a Listening - Multi Running

	4.1		
NИ	nth	od:	
IVI			

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start	Totals at start Notes: \$						(Coins: \$	5			\$
Counted by & ti		Check	ed by 8	k time:								

Name	:								Date	/Day/1	Γime:		
	Transact	ions		Total	Round	ed To	endered	Char	nge	ι	Jnits	Run	ning al \$
1.										\$			
1.										С			
2.										\$			
										С			
3.									- 1	\$		-	
										\$			
4.								•		۶ C		-	
								7		\$	4		
5.								1		C	4	1	
6.										ó			
6.										c O			
7.							4.6			\$			
,						V				c)			
8.				•	0/2		14.	~		\$		_	
					X	→ Þ			*	C			
9.						3				\$ c		-	
						4	P			\$			
10.										C		-	
)——						
otals						\coprod							
Casl	n at end	\$5	\$10	\$20	\$50 \$	5100	\$2	\$1	500	20	c 10c	5c	Date
Ar	nount]
To	otal \$												Register:
Tota	s at end		Note	es: \$	'			(Coins	s: \$		•	\$
Count	ed by & ti	me:					Checke	d by 8	k tim	e:			•

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Method: _____ Listening - Multi 20b

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	Date
Amount												
Total \$												Register:
Totals at start		Note	es: \$					Coins: \$	\$			\$
Counted by & ti	me:					Check	ed by 8	k time:				

Nan	ne:				Date/	Day/Tir	me:	Brought forward							
									\$		\$	Ş	5	\$	\$
	Transacti	ions		Total	Round- ed	Ten- dered	Change		Transa	ctions	То	tal	Round- ed	Ten- dered	Change
1.								11.							
2.								12.							
3.								13.							
4.								14.							
5.								3			1				
6.							1	16			8				
7.								2	~						
8.					<	1	1	18.							
9.						٠ ر									
10.								20.							
To- tals						O		To- tals		·					
Ca	ish at en	d	\$5	\$10	\$20	\$50	\$100	\$2	\$1	50c	20c	10c	5c	D	ate
,	Amount														
	Total \$													Regis	ter:
To	tals at er	nd		No	tes: \$				(Coins: \$				\$	
Cou	nted by	& ti	me:					Checke	ed by 8	k time:					

Cash at start		\$
add tendered	\$	
less change	\$	\$
Cash at end		\$
Over?	Under?	Balanced?
Authorised:		

Score Record 21-30

21					21. C	rder Up	o - C'	Foo	d				M	lethod:	
pp. 52-53	Start /	Order 1	Order 2	Order 3		Order 5				Order 8	Sum'ry	End /	Balance /	Total /	%
Areas of Strength:								Areas Impro							
22					22 ('Food -	In Pa	erso	n				M	lethod:	
pp. 54-55	Start /	Order 1	Order 2	Order 3		Order 5				Order 8	Sum'ry	End /	Balance /	Total /	%
Areas of Strength:								Areas Impro							
23					23. C	'Food -	By P	hon	e				M	lethod:	
pp. 56-57	Start /	Order 1	Order 2	Order 3	Order 4	Order 5	Orde /	er 6 C	Order 7 /	Order 8	Sum'ry	End /	Balance /	Total /	%
Areas of Strength:								Areas Impro							
24				2	4. Ord	er Up - (Gety	a' B	eans				IV	lethod:	
рр. 58-59	Start /	Order 1	Order 2	Order 3	Order 4	Order 5	Orde	er 6 (Order 7	Order 8	Sum'ry	End /	Balance	Total /	%
Areas of Strength:	/	/	/	/	/	/		Areas Impro		1 /	/	/	/	/	
25				2	5. Getv	/a' Bear	ns - Ir		A P		4		M	lethod:	
pp. 60-61	Start	Order 1	Order 2			Order 5			12 er 7	AING 9	Sur.	Ena	Balance	Total	%
Areas of Strength:		/	/	/	/	4	J	Arez Irapi	5/	1	Ó.	\	/		
26				2	6. 6	b Section		96	iop				N/	lethod:	
26 pp. 62-63	Start /	Order 1	Order 2			Order	-de	K		der 8	Sum'ry	End /	Balance /	Total	%
Areas of Strength:		,	,	,	,	5	-	Al C	e:	,	, ,	,	,	•	
								<u>\</u> _							
27	Start	Ordor 1	Order 2		7. Ord			li Ra		Order 8	Sum'ry	End	Balance	lethod: Total	%
рр. 64-65	/	/	/	/	/		/		/	/	/	/	/	/	/0
Areas of Strength:								Areas Impro							
28						di Razin							M	lethod:	
рр. 66-67	Start /	Order 1	Order 2	Order 3	Order 4	Order 5	Orde /	er 6	Order 7	Order 8	Sum'ry /	End /	Balance /	Total /	%
Areas of Strength:								Areas Impro							
29				2	9. Fund	di Razin	g - B	y Ph	one				M	lethod:	
рр. 68-69	Start /	Order 1	Order 2	Order 3	Order 4	Order 5	Orde /	er 6 C	order 7	Order 8	Sum'ry /	End /	Balance /	Total /	%
Areas of Strength:								Areas Impro			,				
30				30.	Order	Up - Pa	mp'ı	n Po	oches				M	lethod:	
pp. 70-71	Start /	Order 1	Order 2			Order 5					Sum'ry	End /	Balance /	Total /	%
Areas of Strength:								Areas Impro							

Score Record 31-40

31				3:	1. Pamp'r	n Pooches	- In Pers	on				N	/lethod:	
pp. 72-73	Start	Order	1 Orde			Order 5 Ord			ler 8 Su	ım'ry E	End B	alance		%
Areas of	<u> / </u>	/	/	/	/ /	/	/ /		/	/	/		/	
Strength							Areas to Improve:							
32	Start	Order	1 Orde			Pooches Order 5 Ord			ler 8 Su	ım'ry E	End B	A alance	/lethod: Total	%
рр. 74-75	/	/	/	/	/	/	/ /		/	/	/	/	/	
Areas of Strength							Areas to Improve:							
33				33. 0	Order Up	- Y'Local S	Sportzclu					Met	thod:	
pp. 76-77	Start	R/S	Admin				Run Tota	_	tal	End	Balar		Total	%
Areas of	/_		/	/	/	/	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		/	/	/		/	
Strength							Areas to Improve:							
34				34. Y	"Local Sp	ortzclub -	In Perso	n				Met	thod:	
pp. 78-79	Start	R/S	Admin	T/actions	Ord total	Change	Run Tota	I To	otal	End	Balar	nce	Total	%
Areas of	<u> / </u>		/	/	/	/	Are.		/	/	/		/	
Strength							o d o			4				
25				2	5. Order l	la di	Jay					Mod	thod:	
35 pp.	Start	R/S	Admin	T/actions	Ord total		P 7 / Y2	To		Énd	Balar		Total	%
рр. 80-81	/		/	/				46		/ /	/		/	
Areas of Strength					10		mpre							
36				36 (Outbac	ev - Order		Hi				Met	thod:	
pp.	Start	R/S	Admin				Run Tota	_	tal	End	Balar		Total	%
82-83	/_		/	/	/		/		/	/	/		/	
Areas of Strength							Improve:							
37	Start	R/S	Admin	37. Outb T/actions	Ord total	Outback J Change	Run Tota	_	tal	End	Balar		thod: Total	%
pp. 84-85	/		/	/	/	/	/		/	/	/		/	
Areas of Strength							Areas to Improve:							
38						Skul BBQ							thod:	
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21 Order Up - C'Food

Method:

Flake \$9
Whiting \$10
Blue Grenadier \$10
Barramundi \$11
(Fish grilled - extra \$2)
Scallops \$3
Potato Cakes \$1.50
Corn Jack \$3

U'Neek C'Food - Menu
Dim Sims - steamed \$2
Dim Sims - fried \$1.50
Dim Sims - vegan \$2.50
Potato Cakes \$1.50
Chips - small \$4.50
Chips - medium \$6.50
Chips - family \$8.50
Garden salad \$7.50

Pickled onion \$1.50
Gravy - small \$4
Gravy - large \$6
Vegan gravy \$5
Soft drink cans & waters \$4
Soft drink 1.25 litre \$6
Fruit juice & energy can \$5
--- All prices include GST ---

--- Order up ---

- # 1: Barramundi (grilled), chips (small), garden salad, orange juice.
- # 2: 2 x Blue Grenadier, 4 x scallops, 2x dim sims (fried), pickled onion, large cola.
- #3: 4 dim sims (vegan), 4 potato cakes, garden salad, vegan gravy, bottled water x 2.
- # 4: 3 pieces of flake, whiting (grilled), chips (family), large bottle of orange and of diet cola.
- # 5: Corn jack, chips (small), scallop, can of mineral water.
- # 6: Flake, 4 pickled onions, gravy (large), energy drink.
- # 7: Eight potato cakes, large chips, large gravy, 1.25L of 3 rsaparilla.

#8: 2 scallops, garden salad, grilled grenadier, apples

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Flake \$9
Whiting \$10
Blue Grenadier \$10
Barramundi \$11
(Fish grilled - extra \$2)
Scallops \$3
Potato Cakes \$1.50
Corn Jack \$3

U'Neek C'Food - Menu
Dim Sims - steamed \$2
Dim Sims - fried \$1.50
Dim Sims - vegan \$2.50
Potato Cakes \$1.50
Chips - small \$4.50
Chips - medium \$6.50
Chips - family \$8.50
Garden salad \$7.50

Pickled onion \$1.50
Gravy - small \$4
Gravy - large \$6
Vegan gravy \$5
Soft drink cans & waters \$4
Soft drink 1.25 litre \$6
Fruit juice & energy can \$5
--- All prices include GST ---

--- Take the orders from your classmates (max of 6 items per order) ---

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Flake \$9
Whiting \$10
Blue Grenadier \$10
Barramundi \$11
(Fish grilled - extra \$2)
Scallops \$3
Potato Cakes \$1.50
Corn Jack \$3

U'Neek C'Food - Menu
Dim Sims - steamed \$2
Dim Sims - fried \$1.50
Dim Sims - vegan \$2.50
Potato Cakes \$1.50
Chips - small \$4.50
Chips - medium \$6.50
Chips - family \$8.50
Garden salad \$7.50

Pickled onion \$1.50
Gravy - small \$4
Gravy - large \$6
Vegan gravy \$5
Soft drink cans & waters \$4
Soft drink 1.25 litre \$6
Fruit juice & energy can \$5
--- All prices include GST ---

--- Take the orders from your classmates over the phone (max of 6 items per order) ---

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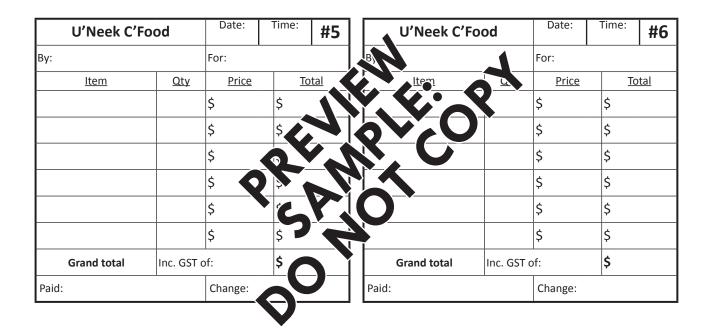
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Drinks
Latte \$6
Long black \$9
Espresso \$8
Cappuccino \$8.50
Macchiato \$8.50
Decaf \$9
(Non diary milk - extra \$1)
(Double shot - extra \$2)

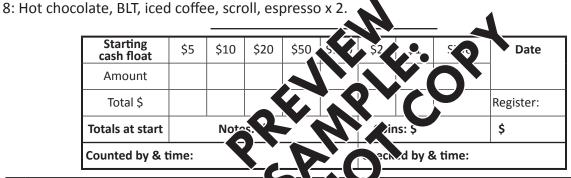
Getya' Beans - Menu

Soy latte \$9
Almond latte \$9
Iced coffee \$10
Hot chocolate \$5
Tea - Earl grey \$6
Tea - English breakfast \$6
Juices & sodas \$5
Waters \$4
--- All prices include GST ---

Eats
Cheese toastie \$6
Cheese & tomato toastie \$7
Cheese & ham toastie \$8
BLT toastie \$10
Vegemite & avo toastie \$10
(Vegan / Gluten-free add \$1)
Banana bread \$6
Gluten-free scroll \$7

--- Order up ---

- 1: 2 x long black, latte x 2 1 decaf, cheese toastie x 2, BLT, Vegemite & avo toastie.
- 2: Soy latte (double shot), Vegemite & avo toastie, orange juice.
- 3: Decaf (non-dairy), Iced coffee, BLT, water, prune juice.
- 4: Macchiato, Cheese & tomato toastie, banana bread.
- 5: 2 x Espresso, Tea Earl grey, scrolls x 2, cheese & ham toastie.
- 6: Cappuccino (double shot, non-dairy), Banana bread, can cola, cheese & tomato x 2.
- 7: Almond latte, soy latte, cheese & ham toastie, vegan cheese & tomato.



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Cash at start	\$
add tendered	\$
less change	\$
Cash at end	\$
Result?	
Authorised:	

25 Getya' Beans - In Person

Method:			

Drinks
Latte \$6
Long black \$9
Espresso \$8
Cappuccino \$8.50
Macchiato \$8.50
Decaf \$9
(Non diary milk - extra \$1)
(Double shot - extra \$2)

Soy latte \$9
Almond latte \$9
Iced coffee \$10
Hot chocolate \$5
Tea - Earl grey \$6
Tea - English breakfast \$6
Juices & sodas \$5
Waters \$4
--- All prices include GST ---

Getya' Beans - Menu

Eats
Cheese toastie \$6
Cheese & tomato toastie \$7
Cheese & ham toastie \$8
BLT toastie \$10
Vegemite & avo toastie \$10
(Vegan / Gluten-free add \$1)
Banana bread \$6
Gluten-free scroll \$7

--- Take the orders from your classmates (max of 5 items per order) ---

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
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Getya' Bean	ıs	Date:	T	ime:	#3	
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Paid:		Change:				

Getya' Bea	ns	Date:	Ti	ime:	#4	
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Drinks
Latte \$6
Long black \$9
Espresso \$8
Cappuccino \$8.50
Macchiato \$8.50
Decaf \$9
(Non diary milk - extra \$1)
(Double shot - extra \$2)

Getya' Beans - Menu

Soy latte \$9
Almond latte \$9
Iced coffee \$10
Hot chocolate \$5
Tea - Earl grey \$6
Tea - English breakfast \$6
Juices & sodas \$5
Waters \$4
--- All prices include GST ---

Eats
Cheese toastie \$6
Cheese & tomato toastie \$7
Cheese & ham toastie \$8
BLT toastie \$10
Vegemite & avo toastie \$10
(Vegan / Gluten-free add \$1)
Banana bread \$6
Gluten-free scroll \$7

--- Take the orders from your classmates over the phone (max of 5 items per order) ---

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
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\$1 each / 6 for \$5 / 12 for \$10 Chocklit Krackles

Chocklit Krackles
Edgehogs
White Xmas
Coconut Nice
ANZAC Biscuits
Ginger Snappes
Pecan Bites (Gluten-free)

Fundi Razing - Menu

\$2 each / 3 for \$5 / 10 for \$15
Lemon Spongies
Choco Rypplers
Orange & Poppy Pleshas
Pine & Lime Deelites
Carrot & Almond Joyz
Marzi Magics
Cherry Blossies (GF)

Water \$2
Soft drink cans \$3
Mineral waters \$3.50
Fruit juices \$4
Kombucha \$5
Coffee - Basic \$5
Coffee - Specialty \$7.50
--- All prices include GST ---

--- Order up ---

- # 1: 6 Chocklit krackles, water, 3 lemon spongies, 3 cherry blossies, 2 basic coffees.
- # 2: 12 White xmas, lemon min water, 3 coconut nice, 3 ginger snappes, 2 coffees special.
- # 3: 6 Coconut nice, 2 cans cola, 3 edgehogs, 3 pecan bites, 1 lemon spongie.
- # 4: 6 ANZACs, apple juice, 3 pine/deelites, 10 carrot/almond joyz, 1 kombucha ginger.
- # 5: 6 Ginger snappes, coffee basic, 3 lemon spongies, 3 cherry blossies, 3 cans diet cola.
- # 6: 3 Pecan bites, 10 lemon spongies, 3 coconut nice, 3 white xmas, 2 cans creaming soda.
- # 7: 3 Cherry blossies, 2 min/water orange, 6 choc krackers, 3 edgehogs, 10 Marzi Magics.
- #8: 6 Edgehogs, 1 Coffee Specialty, 3 ANZACs, 3 Gig 20 h. ppes, 1 can n ssionfruit.

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Fundi Razing - Menu

\$1 each / 6 for \$5 / 12 for \$10
Chocklit Krackles
Edgehogs
White Xmas
Coconut Nice
ANZAC Biscuits
Ginger Snappes
Pecan Bites (Gluten-free)

\$2 each / 3 for \$5 / 10 for \$15
Lemon Spongies
Choco Rypplers
Orange & Poppy Pleshas
Pine & Lime Deelites
Carrot & Almond Joyz
Marzi Magics
Cherry Blossies (GF)

Water \$2
Soft drink cans \$3
Mineral waters \$3.50
Fruit juices \$4
Kombucha \$5
Coffee - Basic \$5
Coffee - Specialty \$7.50
--- All prices include GST ---

--- Take the orders from your classmates (max of 5 items per order) ---

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Fundi Razing - Menu

\$1 each / 6 for \$5 / 12 for \$10
Chocklit Krackles
Edgehogs
White Xmas
Coconut Nice
ANZAC Biscuits
Ginger Snappes
Pecan Bites (Gluten-free)

\$2 each / 3 for \$5 / 10 for \$15
Lemon Spongies
Choco Rypplers
Orange & Poppy Pleshas
Pine & Lime Deelites
Carrot & Almond Joyz
Marzi Magics
Cherry Blossies (GF)

Water \$2
Soft drink cans \$3
Mineral waters \$3.50
Fruit juices \$4
Kombucha \$5
Coffee - Basic \$5
Coffee - Specialty \$7.50
--- All prices include GST ---

--- Take the orders from your classmates over the phone (max of 5 items per order) ---

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Authorised:	

Method:			

Grooming packages: Basic bath & tidy - \$40 Pampered pooch package - \$60 Full groom - starting at \$70 **Spa treatments:**

Blueberry facial - \$15

Aromatherapy bath - \$25

Coat conditioning - \$20

Pamp'n Pooches - Treatments

Add-On Services: Teeth brushing - \$10 Flea & tick treatment - \$15 De-shedding treatment - \$20 Pawdicure - \$12 Gland expression - \$15

--- Plus GST on all treatments ---

Special packages from: Puppy's first groom - \$50 Senior spa & massage- \$75 **Additional Information:**

Prices may vary based on the dog's size, coat condition, and temperament:

Level 1 +10%, L2 +25%, L3 +50%

--- Order up ---

- #1: 'Mac'/Lab, large/placid (L3) Groom, pawdicure & coat conditioning.
- #2: 'Bertha'/Chihuahua, small/nervous (L2) Pamper, aromatherapy bath, blueberry facial.
- #3: 'Roobie-Roo'/Great Dane, large/playful (L3) Basic bath/tidy, teeth brushing, coat conditioning.
- #4: 'Bazza'/Kelpie x, med/energetic (L3) Aromatherapy, flea & tick, pawdicure.
- #5: 'Ethyl'/Collie x, large/elderly/l-hair (L3) Gland expression, coat conditioning, senior spa.
- #6: 'Nancye'/Jack Russell x, small/energetic (L2) Pampered package, teeth, pawdicure.
- #7: 'Roxy'/Bichon, pup, small/ l-hair (L2) Puppy's first groom, blueberry facial, coat conditioning.
- #8: 'Limahl'/mixed, medium/chilled, (L2) Full groom edding, coat 🕰 ditioning.

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Pamp'n Pooches				Da	Date:		Time:	#1	
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Ву:	For:				Dog:			
Breed:	Size: coat:		Temp:			Level:		
<u>Treatment</u>			<u>Lvl</u>	<u>%</u>	<u>\$</u>	<u>Total</u>		
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less change	\$
Cash at end	\$
Result?	
Authorised:	

31 Pamp'n Pooches - In Person

Wethod:	
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Grooming packages:
Basic bath & tidy - \$40
Pampered pooch package - \$60
Full groom - starting at \$70
Spa treatments:

Aromatherapy bath - \$25 Blueberry facial - \$15

Coat conditioning - \$20

Pamp'n Pooches - Treatments

Add-On Services:
Teeth brushing - \$10
Flea & tick treatment - \$15
De-shedding treatment - \$20
Pawdicure - \$12
Gland expression - \$15

--- Plus GST on all treatments ---

Special packages from:
Puppy's first groom - \$50
Senior spa & massage- \$75
Additional Information:

Prices may vary based on the dog's size, coat condition, and temperament:

Level 1 +10%, L2 +25%, L3 +50%

--- Take the orders from your classmates (max of 3 treatments per order) ---

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
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Pamp'r	Pamp'n Pooches						Time:	#6
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Breed:	Size: coat:		Ten	np:			Level:	
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Pamp'r	n Pooch		Da	ite:	Time	9:	#8	
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Counted by & time:							ed by 8	k time:	

Cash at start	\$
add tendered	\$
less change	\$
Cash at end	\$
Result?	
Authorised:	

Method:

Grooming packages:
Basic bath & tidy - \$40
Pampered pooch package - \$60
Full groom - starting at \$70
Spa treatments:

Aromatherapy bath - \$25 Blueberry facial - \$15 Coat conditioning - \$20

m - starting at \$70 De-shedding treatment - \$20
treatments: Pawdicure - \$12
herapy bath - \$25 Gland expression - \$15

--- Plus GST on all treatments ---

<u>Pamp'n Pooches - Treatments</u> <u>Add-On Services:</u>

Teeth brushing - \$10

Flea & tick treatment - \$15

Special packages from:
Puppy's first groom - \$50
Senior spa & massage- \$75
Additional Information:

Prices may vary based on the dog's size, coat condition, and temperament:

Level 1 +10%, L2 +25%, L3 +50%

--- Take the orders from your classmates over the phone (max of 3 treatments per order) ---

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Breed:	Size: coat:		Ter	np:			Level:	
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Pamp'r	1 Pooch	nes		Da	ite:		Time:	#3
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Breed:	Size: coat:	llemn:					Level:	
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Pamp'r	Poocl	hes		Da	ite:		Time:	#8
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Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
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Cash at start	\$
add tendered	\$
less change	\$
Cash at end	\$
Result?	
Authorised:	

33 Order up - Y'Local Sportzclub

Method :				

<u> Local Sportzclub - Menu</u>

Snag in bread (w/onions) \$3

Hot dog \$4/Not dog \$5

Pie \$5

Pastie \$5

Dim sims 3 for \$2

Hot chips \$4

Tuna & salad roll \$6

Cheese & salad roll \$6

Packet chips \$2.50
Chocolate bars \$2.50
Lolly bag \$2
Peanuts \$4
Cashews \$6
Cheezels box \$5
Cake slice \$3
Donuts \$3
--- All prices include GST ---

Soft drink cans \$3
Bottled drinks \$4
Sports drinks \$5
Juices \$4.50
Coffee \$3
Tea \$3
Bonox \$3
Water \$1.50

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
Amount									
Total \$									Register:
Totals at start		Note	es: \$			Coir	ıs: \$		\$
Counted by & time:						Check	ed by 8	k time:	

--- Order up

Record these transactions on the running greek, ou choose suitable abbreviations

- 1. Snag, pie, hot chips, 3 x soft drinks.
- 2. Not dog, cheese & salad roll, packet chizi
- 3. Hot dog, dim sims (3), chocolate bar w. 4
- 4. Tuna & salad roll, cake slice, tea
- 5. Pastie, donut, coffee, lolly bag.
- 6. Snag, hot chips, soft drink can.
- 7. Hot dog x 2, pie, packet chips.
- 8. Not dog, cheese & salad roll, chocolate water, peanuts x 2.
- 9. Pastie, cake slice, tea, Cheezels.
- 10. Tuna & salad roll, donut, coffee, loll ag.
- 11. Dim sims (6), cheese & salad roll, hot chips.
- 12. Snag x 2, not dog, juice, sports drink.
- 13. Hot dog, pie, 2 x chocolate bars, 2 x orange juice.
- 14. Cheese & salad roll, cake slice, tea.

- 13 Pack Chips 2 x onuts, 2 x coffee, lolly
- 16. ot chi s, tuna & salad roll, pastie, bonox.
- Note the selad roll, tea, bottled drink,
- 11 No dog, hot dog, cake slice x 2, lolly bag.
 - rie x 2, cashews, coffee, donut.
- O. Dim sims (3), packet chips, tuna & salad roll, hot chips, 2 x soft drink.
- 21. Hot dog, cheese & salad roll, coffee, water.
- 22. Snag, cake, tea, soft drink, juice.
- 23. Not dog, pie, 2 donuts, lolly bag, 4 cans.
- 24. Pastie, packet chips, tuna & salad roll, hot chips x 3, soft drink x 3.
- 25. Dim sims (12), 2 chocolate bars, coffee, water, bottled drink.

Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date	
Amount										
Total \$									Register:	
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Cash at start	\$
add tendered	\$
less change	\$
Cash at end	\$
Result?	
Authorised:	

		Y'Loca	l Sportz	club - C	anteen	sales		Server:			Date:		Time on:	
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34 Y'Local Sportzclub - In Person

MCUIOA.	Method:	
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Local Sportzclub - Menu

Snag in bread (w/onions) \$3

Hot dog \$4/Not dog \$5

Pie \$5

Pastie \$5

Dim sims 3 for \$2

Hot chips \$4

Tuna & salad roll \$6

Cheese & salad roll \$6

Packet chips \$2.50
Chocolate bars \$2.50
Lolly bag \$2
Peanuts \$4
Cashews \$6
Cheezels box \$5
Cake slice \$3
Donuts \$3
--- All prices include GST ---

Soft drink cans \$3
Bottled drinks \$4
Sports drinks \$5
Juices \$4.50
Coffee \$3
Tea \$3
Bonox \$3
Water \$1.50

--- Order up ---

--- Take the orders from your classmates (max of 5 different items per order) --- Record these transactions on the running sheet, you choose suitable abbreviations

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
Amount									
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Cash at start	\$
add tendered	\$
less change	\$
Cash at end	\$
Result?	
Authorised:	

	Y'Local Sportzclub - Canteen sales								Server: Date: Time on:					
Ord	Item	Total \$	Item	Total \$	Item	Total \$	Item	Total \$	Item	Total \$	Order Total \$	<u>Ten-</u> dered \$	Change \$	Running Total \$
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Wethod:	
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Outback Jax - Last Chance Tuckerbag

Milk - I litre \$3 Milk - 2 litres \$6 Low fat milk \$4 Orange juice \$5 White bread \$5 Wholemeal bread \$6 Multi-grain bread \$7 Baked beans \$3.50 Tin spaghetti \$3.50 Spaghetti pasta \$5 Penne pasta \$5.50
Dry noodles \$1.50
Cup noodles \$3.50
Tacos \$5
Pasta sauce \$5.50
Salsa sauce \$4.50
Rice bag \$7.50
Microwave rice \$4.50
Can tomatoes \$3.50
Can tuna \$6.50

Cheese \$8
Cheese slices \$10
Eggs (6) \$5
Bacon pack \$9
Sausages pack \$8.50
Vegemite \$6
Peanut butter \$6
Choc biscuits \$4.50
Cream biscuits \$3.50
Crackers \$3

Corn flakes \$7
Bran flakes \$8
Chocko Pops \$9
Butter \$5
Tin pineapple \$5
Tissues \$5
Toilet paper \$10
Nappies \$10
Teabags \$3.50
Instant coffee \$9.50

Note: To make it simpler, ignore GST for this activity.

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date		
Amount											
Total \$								Register:			
Totals at start Notes: \$							ns: \$	\$			
Counted by & time:							Checked by & time:				

--- Order

Record these transactions on the runnings. & your classes of the abbreviations

- 1. Milk 2 litres, white bread, orange juice bacon pack, cream biscuits.
- 2. Multi-grain bread, dry noodles, sai cheese slices, nappies, teabags
- 3. Low fat milk, tin spaghetti, pasta succerit bag, tissues, toilet paper, choc biscuit.
- 4. Wholemeal bread, cup noodles, cheese, chocko pops, instant coffee.
- 5. Baked beans, penne pasta, microwaya, can tomatoes, toilet paper.
- 6. Tacos, spaghetti pasta, peanut butter, bran flakes, tin pineapple.
- 7. Eggs (6), chocko pops, tin pineapple, instant coffee, bran flakes, cheese slices.
- 8. Milk 1 litre, pasta sauce, crackers, can tuna, cream biscuits, peanut butter.

- 9. 6). ese, sa (ag); pack, Vegemite, corn akes, lake, Leans, orange juice.
 - instant coffee, white bread, microwave rice.
- 1: White bread, cup noodles, choc biscuits, sues, bacon pack, penne pasta.
- 12. Wholemeal bread, penne pasta, microwave rice, teabags, dry noodles, salsa sauce.
- 13. Milk 2 litres, white bread, orange juice, bacon pack, cream biscuits, multi-grain bread, dry noodles, salsa sauce, cheese slices, nappies.
- 14. Low fat milk, tin spaghetti, pasta sauce, rice bag, tissues, toilet paper, choc biscuits, wholemeal bread, cup noodles, cheese.
- 15. Tuna, baked beans, pineapple, toilet paper, tissues, salsa, butter. crackers

Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date		
Amount											
Total \$							Register:				
Totals at end	Note	Coir	ns: \$	\$							
Counted by & time:							Checked by & time:				

Cash at start	\$
add tendered	\$
less change	\$
Cash at end	\$
Result?	
Authorised:	

		Outbacl	k Jak's La	ast Cha	nce Tuck	erbag		Server	:		Date:		Time on:	
Ord	Item	Total \$	Item	Total \$	Item	Total \$	Item	Total \$	Item	Total \$	Order Total \$	Ten- dered \$	Change \$	Running Total \$
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Method:

Outback Jax - Last Chance Tuckerbag

Milk - I litre \$3
Milk - 2 litres \$6
Low fat milk \$4
Orange juice \$5
White bread \$5
Wholemeal bread \$6
Multi-grain bread \$7
Baked beans \$3.50
Tin spaghetti \$3.50
Spaghetti pasta \$5

Penne pasta \$5.50
Dry noodles \$1.50
Cup noodles \$3.50
Tacos \$5
Pasta sauce \$5.50
Salsa sauce \$4.50
Rice bag \$7.50
Microwave rice \$4.50
Can tomatoes \$3.50
Can tuna \$6.50

Cheese \$8
Cheese slices \$10
Eggs (6) \$5
Bacon pack \$9
Sausages pack \$8.50
Vegemite \$6
Peanut butter \$6
Choc biscuits \$4.50
Cream biscuits \$3.50
Crackers \$3

Corn flakes \$7
Bran flakes \$8
Chocko Pops \$9
Butter \$5
Tin pineapple \$5
Tissues \$5
Toilet paper \$10
Nappies \$10
Teabags \$3.50
Instant coffee \$9.50

Note: To make it simpler, ignore GST for this activity.

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
Amount									
Total \$									Register:
Totals at start		Note	es: \$			Coir	ns: \$		\$
Counted by & t		Check	ed by 8	k time:					

--- Order

Record these transactions on the running of the conditions of the

- 1. Milk 2 litres, white bread x 2, orange juin
- 2. Baked beans, tin spaghetti, pasta sauc 🗸
- 3. Cheese, cheese slices x 2, eggs (6)
- 4. Choc biscuits x 4, cream biscuit 1 accers
- 5. Bacon pack, sausages pack, Vegen 2
- 6. Wholemeal bread, multi-grain bread, wp . bread, cheese slices x 3
- 7. Rice bag, microwave rice, tin tomatoes
- 8. Tacos, salsa sauce, cup noodles x 6
- 9. Corn flakes, bran flakes x 3, chocko
- 10. Instant coffee, teabags x 2, orange juice
- 11. Toilet paper, tissues, nappies x 3, crackers
- 12. Penne, spaghetti pasta, dry noodles x 5
- 13. Cheese, cheese slices, choc biscuits x3
- 14. Bacon x 2, sausages pack x 2, Vegemite, tuna x 2

- 13. Whole heal are 0 x 2, multi-grain bread x 1, value by acceptance x 5
 - Nce bas crowave rice, butter x 2
- ir. Tax: salsa x 2, cup noodles
- 15 Con fiakes, bran flakes, chocko pops, milk itres x 4
- וב. Instant coffee, teabags x 2, orange juice
- 20. Toilet paper, tissues, nappies, tacos x 3
- 21. Baked beans x 5, toilet paper x 2, spaghetti pasta, dry noodles
- 22. Milk 2 litres, white bread, orange juice, choc biscuits, cup noodle x 3
- 23. Baked beans x 2, tin spaghetti x 2, pasta sauce, cheese, white bread
- 24. Cheese x 2, cheese slices, eggs (12), cream biscuits, bacon x 3
- 25. Choc biscuits x 3, cream biscuits, crackers, bacon, butter x 2

Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
Amount									
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Counted by & t		Check	ed by 8	k time:					

Cash at start	\$
add tendered	\$
less change	\$
Cash at end	\$
Result?	
Authorised:	

		Outbacl	k Jak's L	ast Chai	nce Tuck	erbag		Server	:		Date:		Time on:	
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Outback Jax - Last Chance Tuckerbag

Milk - I litre \$3 Milk - 2 litres \$6 Low fat milk \$4 Orange juice \$5 White bread \$5 Wholemeal bread \$6 Multi-grain bread \$7 Baked beans \$3.50 Tin spaghetti \$3.50 Spaghetti pasta \$5 Penne pasta \$5.50
Dry noodles \$1.50
Cup noodles \$3.50
Tacos \$5
Pasta sauce \$5.50
Salsa sauce \$4.50
Rice bag \$7.50
Microwave rice \$4.50
Can tomatoes \$3.50
Can tuna \$6.50

Cheese \$8
Cheese slices \$10
Eggs (6) \$5
Bacon pack \$9
Sausages pack \$8.50
Vegemite \$6
Peanut butter \$6
Choc biscuits \$4.50
Cream biscuits \$3.50
Crackers \$3

Corn flakes \$7
Bran flakes \$8
Chocko Pops \$9
Butter \$5
Tin pineapple \$5
Tissues \$5
Toilet paper \$10
Nappies \$10
Teabags \$3.50
Instant coffee \$9.50

Note: To make it simpler, ignore GST for this activity.

--- Order up ---

--- Take the orders from your classmates (max of 10 different items per order) --- Record these transactions on the running sheet, you choose suitable abbreviations

Starting cash float	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
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Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
Amount									
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Totals at end		Note	s: \$		•	Coir	ns: \$		\$
Counted by & t	ime:		Check	ed by 8	k time:				

Cash at start	\$
add tendered	\$
less change	\$
Cash at end	\$
Result?	
Authorised:	

	(Outbacl	k Jak's La	ast Cha	nce Tuck	erbag		Server	:		Date:	Date: Time on:		
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Иe	tho	d:		

Create your menu and prices.

Include the onions and sauces as free but don't forget about add-ons such as cheese.

Note: To make it simpler, ignore GST for this activity.

Our Skul BBQ

--- Order up ---

Take 50 orders from your classmates (max of 5 different items per order).

Record these transactions on the running sheets, you choose suitable abbreviations.

Work in pairs. One to record the order, one to be the cashier. Swap roles half way.

At the end, complete the order surrent for each set of orders.

Then total and

Starting cash float \$5 \$10 \$20 \$5 \$10¢ \$7 \$1 \$0 er Date

Amount

Total \$ Register:

Totals at start Note: \$ Dins: \$

Counted by & time:

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25.											
	Sub-totals	Sub-totals	Sub-totals		Sub-totals	Sub-totals	Sub-totals	1	Sub-totals	Sub-totals	Sub-total
								1-	Total	Total	Total

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	Our Skul BBQ			Server	:		Date:		Time on:					
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Sub-totals	14.				45.				46.			
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BBQ: (Orders 1-25) Name: Date: Times: Qa . Times: \$ Amount Tendered Singe \$ Amount Tendered Change		Sub-totals	Sub-totals	Sub-totals		Sub-totals	Sub-totals	Sub-totals		Sub-totals	Sub-totals	Sub-tota
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F 🗷 \ll orders 1-50)		Date:	I	Times:	2	5	10	R-Q: (50	.s 26-50) Times:		Total
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Cash at end	\$5	\$10	\$20	\$50	\$100	\$2	\$1	Silver	Date
Amount									
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Cash at start	\$
add tendered	\$
less change	\$
Cash at end	\$
Result?	
Authorised:	

39 Applied

1. What type of goods are likely to be priced with odd numbers of cents (such as \$1.99) and not ending in 0s and 5s? Why is that?	In which situations do you round up money amounts for purchases? Give examples.	In which situations do you round down money amounts for purchases? Give examples.
2. In which situations and settings are you likely to experience cash transactions that don't exceed \$2?	Which type of customers might be making these purchases?	What might the customers be purchasing?
3. In which situations and settings are you likely to experience cash transactions that don't exceed \$5?	Which type of customers might be making these purchases?	What might the customers be purchasing?
4. In which situations and settings are you likely to experience cash transactions that don't exceed \$10?	Which was or dust to easy first be an a seither or chase!	hat might the customers be purchasing?
5. In which situations and settings are you likely to experience cash transactions that don't exceed \$20?	Which prof customers might be mixing these purchases?	What might the customers be purchasing?
6. In which situations and settings are you likely to experience cash transactions up to \$50?	Which type of customers might be making these purchases?	What might the customers be purchasing?
7. In which situations and settings are you likely to experience cash transactions up to \$100?	Which type of customers might be making these purchases?	What might the customers be purchasing?

- 1. Johan says. "If a customer purchases items for \$1.99 & \$2.99, you need to round up to \$2 and \$3 to get \$5." Is he correct? Explain.
 - 2. Johan serves a customer who buys items for \$1.99, \$2.99 and \$3.99. Johan applies his rounding rules and asks for \$9. The customer says they have exactly \$8.95 in cash and that's what they are paying. Who is correct and why?
- 3. Uncle Tom tells you to always, put in an extra 2c above the 0c or the 5c final digit when getting petrol as you will get extra petrol for free. You do this and use EFTPOS. What happens?

4. Ralfie is working as a cashier in a local fast food place which has signs saying 'Cash only - No card payments accepted', displayed on the door window, on all menus, on the walls, and near the register. A customer orders 20 potato cakes and when the order is ready tries to pay by card. Ralfie says that they don't accept cards and that cash needs to be tendered. The customer says they don't use cash, "It's the 21st century bro", and the store must accept the card.

What happens next? What could the merchant do to prevent this problem from occurring in the future?

5. Elfie is working the bakery register which has signs saying 'Cards only - No cash payments accepted', displayed on the door window, on menus, on the walls, and near the regis

A customer orders a pie and sauce. Elfie items and says, "That's \$6.50 please." hands over a \$20. Elfie says they do The customer says angrily, "This cash is still legal tender girlie. You ha whether you like it or not.'

could the merchant do to from occurring in the future?

6. Delphi is a waiter in a restaurant that clearly displays signs and info on the menu sa 'Cards only - No cash payments accer

At the conclusion of their meal a table for the bill. When they get the 'wa put in exact cash plus a \$10 tip. Delph informs them that she can't accept cash. The diners are a bit embarrassed and say they don't use digital payments due to security issues when dining out.

hat happens next? What could the merchant do to prevent this problem from occurring in the future?

7. Zalfy is on the register in an independent supermarket. The customer's purchases come to \$14.55. The customer hands Zalfy \$10 and \$4.55 in 5c coins. Following store policy Zalfy says "Sorry, we can't accept more than \$1 in 5c pieces." Without any anger, the customer replies "According to Section 16 of the Currency Act of 1965 coins are legal tender for payment of amounts up to \$5 in any combination of 5c, 10c, 20c and 50c coins."

What happens next? What could the merchant do to prevent this problem from occurring in the future?

8. Bell'fee finishes their first shift at the milk bar. The till is short exactly \$20. The boss says, "That will have to be deducted from your wages." Is this lawful? What happens next?

Skills Review and Reflection

Rate your skill level <u>before starting</u> **Money Matters: Cash transactions and orders.**And then your skill level <u>after completing</u> **Money Matters: Cash transactions and orders.**

	Transferable working with money and cash skill.	lvн									
a. Mak		VII	Н	М	L	N	VH	Н	M	L	N
	e accurate and efficient mental arithmetic calculations.										
b. Mak	e accurate and efficient on-paper calculations.					Ш					
c. Mak	e accurate and efficient device arithmetic calculations.										
d. Corr	ectly indicate dollars and cents.										
e. Use	clear and accurate handwriting.										
	ord administrative information including names, dates times.										
g. Cou	nt notes and coins.										
h. Calc	ulate totals of notes and coins.										
i. Calc	ulate change.										
j. Cho	ose appropriate units and make change.										
k. Calc	ulate transaction totals.				_	1					
I. Calc	ulate running totals.		•_		0						
m. Calc	ulate sub-totals & carry totals forward.				X						
n. App	ly cash-based rounding rules.		3								
o. Calc	ulate GST amounts.										
p. Calc	ulate discount amounts.										
q. Accı	urately complete starting cash floats.										
r. Accı	urately complete cash-at-end amounts.										
s. Tran	sfer totals to complete balances at en										
t. Proc	tess orders and calculate sub-totals totals in person.										
u. Proc	ess orders and calculate sub-totals and totals by phone.										
v. Und	erstand numbers communicated as words.										
w. Com	plete summary transaction records.										
x. Plac	e orders as a customer in person and by phone.										
y. Maiı	ntain cash security.										
z. Com	municate effectively with customers, clients, team nbers and supervisors.										
⇒											
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Review: Employability Skills

Employability skill	How I demon employabil	strated this lity skill	How I used this employability skill with other skills
Communication			
Teamwork			
Problem- solving			A
Initiative and enterprise			ço ^g
Planning and organising	8	0,0	
Self- management			
Learning			
Technology			

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