

HOTEL

WEEK ENDING / /

SHEET No

RECEIPTS

DAY	PUBLIC	SALOON	LOUNGE	GARDEN LOUNGE	BOTTLE	AMUSEMENT MACHINES			CIGARETTES	HOUSE	SUNDRIES		TOTAL RECEIPTS	LESS EFTPOS	AMOUNT BANKED	GST
											DETAILS	AMOUNT				
MON.																
TUES.																
WED.																
THURS.																
FRI.																
SAT.																
SUN.																
TOTALS																
ACCOUNT CODES																

CASH ONLY (NOT CHEQUES)	CHEQUE / EFT PAYMENTS	CHEQUE / EFT PAYMENTS
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DETAILS	AMOUNT	GST	CODE	No.	PAID TO	FOR	AMOUNT	GST	CODE	No.	PAID TO	FOR	AMOUNT	GST	CODE	
PURCHASES – BAR																
PURCHASES – HOUSE																
WAGES – BAR																
WAGES – HOUSE																
ENTERTAINERS																
FOOD																
REPAIRS AND REPLACEMENTS																
FREIGHT																
VEHICLE AND DELIVERY EXPENSES																
PRINTING STATIONERY & STAMPS																
NEWSPAPERS																
ICE																
LAUNDRY & CLEANING																
TOTAL OF PETTY CASH CHEQUE																

SAMPLE

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MANAGER'S REPORT