

Network Theatre

Bar Report

Complete one report per session and place in Bar File

Duty Bar Manager: _____ **Date:** _____

Event: External / Performance / Rehearsal / Reading / Social / Other (delete as appropriate)

Event Name: _____

Include **all cash** in till, including any in **bags**. We only take English money and do not take £50 notes.

Value	Opening	Closing	To Safe
£20	£ . 00	£ . 00	£ . 00
£10	£ . 00	£ . 00	£ . 00
£5	£ . 00	£ . 00	£ . 00
£2	£ . 00	£ . 00	£ . 00
£1	£ . 00	£ . 00	£ . 00
50p	£ .	£ .	£ .
20p	£ .	£ .	£ .
10p	£ .	£ .	£ .
5p	£ .	£ .	£ .
2p	£ .	£ .	£ .
1p	£ .	£ .	£ .
Totals	£ .	£ .	
Net takings Closing Total minus Opening Total		£ .	
Transferred to safe No more than £50 in notes to remain in the till. Place transferred cash in a bag and label with amount and date.			£ .
Remaining in till Closing Total minus Transferred to safe		£ .	<i>Official use: above cash banked</i>

Stock Requests or Incidents to Report

Please phone the Bar Manager directly if urgent. See the Contact List in the Bar File for phone number.

Continue overleaf if necessary.

Official use: date and signature when entered into account books