

## WETHERSPOON – TILL LOSS INVESTIGATION SHEET

An investigation must be completed for all till variances over <£/€0.25> per £/€1,000 of cash.  
 If the variance is over £/€10, details of the investigation must be sent, by email, to the area manager, retail auditor and cash control department.  
 If required, attach sales and corrections reports. If there is insufficient space below, attach additional pages.

<b>Pub Name and Number</b>	1251 The Bottle of Sack	<b>Till Number</b>	
<b>Date</b>		<b>Time of Check</b>	
<b>Time of Last Check:</b>		<b>Duty Manager</b>	
<b>Till Takings</b>		<b>Total Cash Variance</b>	
<b>Variance per £/€1,000 sales</b>		<b>Investigation completed with</b>	

<b>Till Users</b>	
-------------------	--

Can you think of the reason for the variance in your till?	
Has anyone else touched your till/key during your shift?	
Did you log off during your break/working the floor?	
Has all change been given correctly during the shift, to your knowledge?	
Have you cashed off any extra products by accident?	
Has any money removed from the till been completed by a manager and recorded?	
Have all voids and refunds been processed by the manager with you present?	
Have all payments been entered as they are tendered onto the till to produce correct change?	
Have you manually calculated the change for any transactions today?	
Are there any products on the till at the wrong price?	
Are there any products missing from the till?	
Have all products been rung in accurately?	
Did you inform the manager of any of these issues at the time?	
Can you think of anything else which may have affected the cash in your till?	

**Summary:**

Accurate cash-handling is a fundamental part of your duties, with poor performance in this area unacceptable.  
 More care and attention must be taken and an immediate improvement made.  
 Further variances may result in further action. If you have any specific training needs, please let your duty manager know.

**This document will be placed on your personnel file**

Signed by Manager		Signed by Employee	
Date		Date	