



Lodgement Breakdown

Company

Pharmacy name/no.
 Address
 Date
 Bag No.

Actual Cash

	Notes		Coin
€500	<input type="text"/>	€2	<input type="text"/>
€200	<input type="text"/>	€1	<input type="text"/>
€100	<input type="text"/>	.50c	<input type="text"/>
€50	<input type="text"/>	.20c	<input type="text"/>
€20	<input type="text"/>	.10c	<input type="text"/>
€10	<input type="text"/>	.05c	<input type="text"/>
€5	<input type="text"/>	.02c	<input type="text"/>
		.01c	<input type="text"/>
Totals	<input type="text"/>		<input type="text"/>

Total Cash

Total Cheques

Lodgement Total

Signed
 Store Manager _____



Safe Access List

This sheet must be stored in the Pharmacy Cash Safe at all times.

The below persons have read and understood the Cash Policy and have completed the accountability sheet.

Safe access must only be performed when safe to do so and any suspicious activity must be reported to your Business Manager immediately.

Safe keys must be controlled by authorised persons listed below at all times and under no circumstances must keys be left in the safe door

	Authorised Person	Date Commenced	Manager Signature	Date removed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Pharmacy Task Checklist

Daily Tasks

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Safe Count							
Takings Count							
Complete lodgement breakdown sheet							
Complete lodgement record sheet							
Deposit takings to Bank/G4S or store in safe							
Update manage branch cash							
Suspend Tills							
Print ZZ Report							
Store cash in Safe							

Weekly Tasks

Deposit takings to Bank/G4S	
Update manage branch cash	
Email lodgement record sheet to head office	

Monthly Tasks

Documentation posted to Head Office	
-> Petty Cash Receipts	
-> Original F45's	
-> Methadone Summary Listings	
-> Photocopy of Hardship Claim	