wetherspoon

DMLB
Machine Refill

❝ The co-ordination of people, products & equipment to ensure a smooth and consistent operation at any given moment ❞

Period 7 – 9
2023/2024

❝ Our aim is to have by far the best CQSMA standards in the pub world; to be the best company to work for and, by doing these things, to be the most profitable ❞

Pub name ....

Pub number ....

Pub Manager's Signature...

This Logbook may be used in a Court of Law.

Office Sign in Tab page FRONT

Refer to SOP - OF0012 - Office security

Date of visit	Name of Person (print name)	Signature	Representing which company	Time in	Time out	JDW Manager Signing In (print name)	JDW Manager Signing Out (signature)	Area Accessed

Date of visit	Name of Person (print name)	Signature	Representing which company	Time in	Time out	JDW Manager Signing In (print name)	JDW Manager Signing Out (signature)	Area Accessed

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Date of visit	Name of Person (print name)	Signature	Representing which company	Time in	Time out	JDW Manager Signing In (print name)	JDW Manager Signing Out (signature)	Area Accessed

SEARCH POLICY TAB

SOP – OF0192   How to conduct an employee (non-contact) search

Completed by:	• Pub manager • Kitchen manager (who has completed Management Academy People Management training or equivalent) • Shift manager (who has completed Management Academy People Management training or equivalent) • Head office executive manager, or above.
Frequency:	As required
Equipment:	• Inner banking bags
Reference:	• DMLB • Right of Search policy (myJDW) • Staff search form (myJDW) • SOP - OF0191 - How to conduct a formal meeting • SOP - OF0193 - How to conduct an investigation

Step 1		• Prior to any searches or checks being carried out, the duty manager/line manager must ensure that employees are fully briefed and fully understand the Right of Search policy. • Read the policy out in full and demonstrate the search procedure with another employee. • Reassure all employees that a search does not mean that suspicion is placed on any individual, but that searches will be conducted at random. • For pub based employees, inform them that they must not carry money or credit/debit cards while they are working. All money, credit/debit cards and other valuables must be left in the lockers provided or secured in the pub office. • In the event of a search being necessary, it must take place in a private area that has a clean table and/or chair for the employee to place any belongings on. Ensure a copy of the Right of Search policy is to hand.
Step 2		**Invite:** • Ask the employee to the designated search area. • Inform the employee that they are going to be searched, and ask if they have any objections. • Ask the employee if they are aware of the Employee Search Policy. If they are not, ask them to read this before going ahead. • If an employee says they need to go to the toilet urgently just after being asked to come to the search area, ask if they can wait until after the search. Advise the employee that their actions could be seen as those of someone not wanting to be searched, which may be regarded as gross misconduct. • This situation must be treated carefully. Whilst the manager cannot prevent such toilet visits, checking the cubicle afterwards may be required. • If an employee refuses the search and becomes violent/aggressive and is attempting to leave the building, do not attempt to detain the employee or force a search. • Do not put yourself or others at risk. • Allow the employee to leave. • If possible, obtain witness statements/CCTV footage to support this behaviour. • Call your line manager and/or contact the personnel team for advice. • Refusing to comply with a search is a gross misconduct offence.
Step 3		**Witness:** • Wherever possible have a person of the same gender conduct the search. • Make sure there is a company witness in attendance. • Ask the employee if they would like a witness present, and arrange for a witness if they request one.

Private and confidential – for internal use only

Step 4		**Conduct**: • During the search, **be respectful** of the employee. **Do not touch them**, their clothes or their belongings. • Do not make any inappropriate jokes/remarks to the employee during the search. • Observe confidentiality about the employee and their belongings. • Do not discuss items discovered during the search with any other employee; such as contraceptive items, sanitary protection or medication.
Step 5		**Clothing and footwear**: • If the employee is wearing a coat or jacket, ask them to remove it and display the inside lining. • Ask the employee to turn all of their pockets inside out. • If the employee is wearing a hat, ask them to remove it and ask them to show the inside of the hat. • Ask the employee to roll down their sleeves. • If the employee is wearing a tie, ask to see the inside of the tie by getting the employee to hold the tie open. • Ask the employee to remove their shoes. With the toe of the shoe pointing upwards and heels pointing downwards, ask the employee to bang the shoes together. • Ask the employee to show the top of their socks by pulling up each trouser leg. • Do not ask an employee to remove any other item of clothing, touch the employee or physically search their clothing or belongings.
Step 6		**Other physical belongings**: • Ask the employee to open glasses/pencil/mobile phone cases so they can be checked for their content. • Ask the employee to remove the items from their bag onto a table and then shake the bag upside down. • Ask the employee to shake any books to check nothing is hidden in them. • After completing the search, record the search on the DMLB and thank the employee.
Step 7		**Locker searches**: Locker searches may be conducted at any time provided: • The manager carrying out the spot check is accompanied by a witness. • Every employee is informed that a locker search is to be carried out and that they may have a work colleague present as a witness if they wish. • The employee must be present when their locker is checked.
Step 8		**Records and action (if applicable)**: • Make a record of the search using the staff search form and the DMLB. • If items/cash are found that are believed to have been stolen by the employee, or they admit to stealing during a search, ask the employee for an explanation. • If the employee does not give an explanation, or you are not satisfied with the explanation, obtain permission from your line manager to suspend them on full pay. • Isolate the items/cash by sealing it in an inner banking bag. • Follow the investigation and disciplinary process in full. Refer to SOP - OF0193 - How to conduct an investigation and SOP - OF0191 - How to conduct a formal meeting. • Speak to your line manager or contact a member of the personnel team for further advice.

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Record of staff searches

Name of employee searched	Name of witness	Name of manager completing the search	Date and time of search	Findings of the search	Manager's /searched employee's / witness signature*
			Date:……………… Time:…………………		Manager:……………………… Searched employee:………………… Witness:………………………
			Date:……………… Time:…………………		Manager:……………………… Searched employee:………………… Witness:………………………
			Date:……………… Time:…………………		Manager:……………………… Searched employee:………………… Witness:………………………
			Date:……………… Time:…………………		Manager:……………………… Searched employee:………………… Witness:………………………
			Date:……………… Time:…………………		Manager:……………………… Searched employee:………………… Witness:………………………
			Date:……………… Time:…………………		Manager:……………………… Searched employee:………………… Witness:………………………
			Date:……………… Time:…………………		Manager:……………………… Searched employee:………………… Witness:………………………

*By signing the above, you are confirming that the search was carried out to your satisfaction and in accordance with the company search policy.

Tab Page
Label Manual
Banking Procedure

Manual Banking Procedure

**Refer to SOP - OF0042 - End of night and interim bankings.
If you have a power or printer failure in the pub you will need to perform a manual banking. Below are the steps you should follow:**

- If the computer or printer fails or you have a power cut a manual banking must be completed.

- The banking is to be performed by the Duty Manager responsible for the cash and must be witnessed and counted by the most senior employee available.

- When completing banking the office door must be locked and interruptions must be avoided. Refer to SOP - OF0012 - Office security.

- No single banking is permitted to contain more than £8000.

- Blank Giro forms should be available in your office.

- Notes must be counted by the Duty Manager and checked by the witness.

- All notes must be banked except those required as part of the pub float.

- One copy of the banking summary must be manually completed and signed by the Duty Manager and the witness.

- Record the banking details in the DMLB.

- Place the notes into the banking bag.

- Ensure that a Giro Slip is completed in full and placed in the bag. The manual banking form should also be completed in full and retained on site.

- The details on the Giro slip must be visible through the bag.

- Expel the excess air from the banking bag and close the bag using the tamper proof seal.

- Drop the banking bag into the drop safe ensuring the chute is clear once the bag has been dropped.

- Both the Duty Manger and the witness MUST certify that the banking bag has been dropped into the drop safe and sign the DMLB to confirm this.

- The copy of the banking summary is to be filed with the daily financial paperwork.

- If the manual banking was completed as a result of a printer failure only, no further action is required.

- If the manual banking was completed as a result of computer failure, declare the banking on the computer as an interim banking once the computer is fixed.

- If for any other reason an end of night banking cannot be completed, secure the money in the main safe and notify the Area Manager and Cash Control via email immediately. Record the bag number and value in the cash notes section of the DMLB.

- Any computer, printer or drop safe failures must be reported immediately via the maintenance system.

- **If you require new Giro books consult your Security Carrier laminate, as this contains your account number details and how to re-order.**

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MANUAL BANKING SESSION SUMMARY

J D Wetherspoon plc

Wetherspoon House, Reeds Crescent WD1 1QH

Telephone: 01923 477777 Fax: 01923 219810

SITE NAME: _____   SITE No: _____

DATE: _____   BAG No: _____

CASH BREAKDOWN FIGURES FOR	
	AMOUNT BANKED
COINAGE	£
£50 NOTES	£
£20 NOTES	£
£10 NOTES	£
£5 NOTES	£
£2 COINS	£
£1 COINS	£
TOTAL FOR DAY	£

BANKING SUMMARY FOR (date):		
BAG NUMBER	AMOUNT BANKED	TIME BANKED
TOTAL FOR DAY		

I confirm that the house float is 0.00

Counted by (print): _____   Signed: _____

Checked by (print): _____   Signed: _____

Pay into the name of: J D Wetherspoon plc

Account No - 42165546

Sort Code - 40-45-27

MANUAL BANKING SESSION SUMMARY

J D Wetherspoon plc

Wetherspoon House, Reeds Crescent WD1 1QH

Telephone: 01923 477777 Fax: 01923 219810

SITE NAME: [　　　　　]   SITE No: [　　　]

DATE: [　　　　　]   BAG No: [　　　]

CASH BREAKDOWN FIGURES FOR	
	AMOUNT BANKED
COINAGE	£
£50 NOTES	£
£20 NOTES	£
£10 NOTES	£
£5 NOTES	£
£2 COINS	£
£1 COINS	£
TOTAL FOR DAY	£

BANKING SUMMARY FOR (date):		
BAG NUMBER	AMOUNT BANKED	TIME BANKED
TOTAL FOR DAY		

I confirm that the house float is 0.00

Counted by (print): [　　　　　]   Signed: [　　　　　]

Checked by (print): [　　　　　]   Signed: [　　　　　]

Pay into the name of: J D Wetherspoon plc

Account No - 42165546

Sort Code - 40-45-27

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MANUAL BANKING SESSION SUMMARY

J D Wetherspoon plc

Wetherspoon House, Reeds Crescent WD1 1QH

Telephone: 01923 477777 Fax: 01923 219810

SITE NAME: [ ]   SITE No: [ ]

DATE: [ ]   BAG No: [ ]

CASH BREAKDOWN FIGURES FOR	
	AMOUNT BANKED
COINAGE	£
£50 NOTES	£
£20 NOTES	£
£10 NOTES	£
£5 NOTES	£
£2 COINS	£
£1 COINS	£
TOTAL FOR DAY	£

BANKING SUMMARY FOR (date):		
BAG NUMBER	AMOUNT BANKED	TIME BANKED
TOTAL FOR DAY		

I confirm that the house float is 0.00

Counted by (print): [ ]   Signed: [ ]

Checked by (print): [ ]   Signed: [ ]

Pay into the name of: J D Wetherspoon plc

Account No - 42165546

Sort Code - 40-45-27

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MANUAL BANKING SESSION SUMMARY

J D Wetherspoon plc

Wetherspoon House, Reeds Crescent WD1 1QH

Telephone: 01923 477777 Fax: 01923 219810

SITE NAME: SITE No:

DATE: BAG No:

CASH BREAKDOWN FIGURES FOR	
	AMOUNT BANKED
COINAGE	£
£50 NOTES	£
£20 NOTES	£
£10 NOTES	£
£5 NOTES	£
£2 COINS	£
£1 COINS	£
TOTAL FOR DAY	£

BANKING SUMMARY FOR (date):		
BAG NUMBER	AMOUNT BANKED	TIME BANKED
TOTAL FOR DAY		

I confirm that the house float is 0.00

Counted by (print):

Signed:

Checked by (print):

Signed:

Pay into the name of: J D Wetherspoon plc

Account No - 42165546

Sort Code - 40-45-27

AWP Refill Procedures

INSTRUCTIONS FOR REFILLING AWP MACHINES

Refer to SOP - OF0047 - Completing a daily machine refill.

Refer to SOP - OF0046 - Completing a gaming machine collection.

Aztec>Log In>Finance>Machine & ATM>Machine Refill>Add Machine Refill>Click on relevant machine>Next>Enter meter five start and meter five end readings>Enter Amount>Finish.

Aztec Machine Collection – Entry Process.

Aztec>Log In>Finance>Machine Collection>Add Machine Collection>Click on the relevant machine>Next>Enter amount of money left on site/ L.O.S figure>Next>Enter any claims>Next>Enter refill amount>Finish.

Aztec will ask you do you wish to bank this money now? Click no and enter the next machine. Once all machines are entered click yes and bank all the monies together.

After you have banked all machine monies the review screen will appear, double check all machine figures are declared correctly by checking the nett take figure on each machine slip against the nett take figure on the screen for each machine.

Tab Page
G4S Manual
Form

Security Carrier Manual Collection Guide

INSTRUCTIONS FOR USE OF THE MANUAL
BANKING & COLLECTION SHEETS

Refer to SOP - OF0043 - How to complete a banking collection.

If you have a printer or PC failure on a G4S collection day you will need to perform a Manual Banking Collection. Below are the steps you should follow:

• Open the drop safe and remove all the inner banking bags, you must ensure the safe is thoroughly checked before it is locked again.

• Ensure you have a bag for each banking completed since your last G4S collection, you can do this by using the banking information recorded in your DMLB. You will also need this information to complete the manual collection summary.

• Copies of the manual collection summary are available in your DMLB. You will need to complete 2 copies of this for each outer bag.

• All the inner bag numbers, dates and amounts must be recorded on the manual collection summary. The total of all the bags being collected is required at the bottom of the summary. Remember that you are only allowed to bank up to 20k in one G4S outer bag. If your collection total is more than 20k you must use another outer bag, ensuring you fill out manual summaries for each one.

• Once all the details have been recorded on the collection summary, the duty manager is required to check each inner bag off the summary as they place them into the outer bag. The crewman must witness this, once this is done the duty manager and G4S must sign both collection summaries.

• A signed collection summary is to be placed in the outer bag then the bag should be sealed by the duty manager and handed over to G4S for them to put into the security container.

• File the other collection summary and the collection docket with your daily paperwork as normal.

NB: FOR GUIDANCE ON HOW TO ORDER AND RECEIVE A CHANGE DELIVERY PLEASE REFER TO SOP OFOO44
FOR GUIDANCE ON HOW TO DEAL WITH A'MISSING' BANKING BAG PLEASE REFER TO SOP OF0045

SECURITY CARRIER MANUAL COLLECTION SESSION SUMMARY

J D Wetherspoon plc

Wetherspoon House, Reeds Crescent WD1 1QH

Telephone: 01923 477777 Fax: 01923 219810

SITE NAME: _____ No: _____

COLLECTION BAG NUMBER: _____ DATE COLLECTED: _____

SITE BAG NO DAY	AMOUNT

TOTAL PAY-INS: _____

Manager's signature: _____

Collector's signature: _____

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Tab Page
Label Period 7

Week 1

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference
Add difference together and divide by 10			
This figure will/should match your collectors figure:			**£**

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Collection Date

Machine Refill Reconciliation

Next Collection Date

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 2

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference

Add difference together and divide by 10

This figure will/should match your collectors figure: £

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 2 continued...

Machine Refill Reconciliation

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 3

Collection Date

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference
Add difference together and divide by 10			
This figure will/should match your collectors figure:			£

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

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Week 3 continued...

Machine Refill Reconciliation

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 4

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference
Add difference together and divide by 10			
This figure will/should match your collectors figure:		**£**	

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Collection Date

Machine Refill Reconciliation

Next Collection Date

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Tab Page
Label Period 8

Week 1

Collection Date

Next Collection Date

Machine Refill Reconciliation

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference

Add difference together and divide by 10

This figure will/should match your collectors figure: £

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Collection Date

Machine Refill Reconciliation

Next Collection Date

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 2

Collection Date

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference

Add difference together and divide by 10

This figure will/should match your collectors figure: £

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Collection Date

Machine Refill Reconciliation

Next Collection Date

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 3

Machine Refill Reconciliation

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference
Add difference together and divide by 10			
This figure will/should match your collectors figure:			**£**

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 3 continued...

Machine Refill Reconciliation

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 4

Collection Date

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference
Add difference together and divide by 10			
This figure will/should match your collectors figure:			£

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

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Collection Date

Machine Refill Reconciliation

Next Collection Date

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Tab Page
Label Period 9

Week 1

Collection Date

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference
Add difference together and divide by 10			
This figure will/should match your collectors figure:		£	

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

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Collection Date

Machine Refill Reconciliation

Next Collection Date

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 2

Collection Date

Next Collection Date

Machine Refill Reconciliation

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference
Add difference together and divide by 10			
This figure will/should match your collectors figure:			£

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 2 continued...

Machine Refill Reconciliation

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 3

Collection Date

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference
Add difference together and divide by 10			
This figure will/should match your collectors figure:			£

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

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Week 3 continued...

Machine Refill Reconciliation

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 4

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference

Add difference together and divide by 10

This figure will/should match your collectors figure: **£**

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

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Week 4 continued...

Machine Refill Reconciliation

Next Collection Date

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 5

Collection Date

Machine Refill Reconciliation

Next Collection Date

Weekly Tracker

Date	Total Refill Value	Running Total	Refill completed by:
TOTAL			

Machine Meter Readings

Machine Name	Start of Week	End of Week	Difference
Add difference together and divide by 10			
This figure will/should match your collectors figure:		£	

Machine 1

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 2

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 3

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 4

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Week 5 continued...

Machine Refill Reconciliation

Machine 5

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 6

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 7

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 8

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 9

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			

Machine 10

Name:

Date	Meter Start	Meter End	Refill Value £'s
TOTAL			