

# Handling money in hair, beauty and fashion

Cashing up - counting the takings at the end of a shift - is a job that requires you pay attention to detail and have good money skills.

## Filling in a cashing-up slip

1. Count the total value of each type of note or coin. (Start with the **highest value** note or coin.)
2. Write each **amount** in the columns on the cashing-up slip. (You can write in the quantity of notes/coins in the second column if you want, then multiply to check your counting.)
3. Add all the amounts up to get the **total cash** in till.
4. Subtract the **float** - the amount of money you had in the till at the start of the shift. The final amount is the **cash takings** for this till.

## Checking takings against till receipts

1. Your cash takings should match the till receipt, which shows all the purchases made during your shift.
2. If the difference is equal to a standard value note or coin, count that pile again. You may have just missed a note or coin, or counted it twice.
3. For example, your takings are under by £20. Count the pile of £20 notes again to make sure you didn't miss one.

Cashing-up slip: Hair today			
Date: _____			
Time: _____			
Name: _____			
_____			
Cash/note value	No of notes/coins (optional)		
£20	4	80	00
£10	24	240	00
£5	17	85	00
£2		28	00
£1		44	00
50p		8	50
20p		6	60
10p		4	90
5p		2	25
2p		0	90
1p		0	48
TOTAL		500	63
Less float		50	00
CASH TAKINGS		450	63

## Counting notes

Count up in 5s, 10s, or 20s. As you count, say "5, 10, 15, 20...".  
If you have lots of notes, you may want to make batches of £100 (10 x £10 or 5 x £20) then count the batches.

## Counting coins

**10p, 20p, 50p:** make piles totalling £1, then count the piles. Don't forget to include any loose coins.

**1p:** make piles totalling 10p.

**2p:** make piles totalling 20p.

**5p:** make piles totalling 50p.