



Front Desk Float Check Book

User Guide

- You may have used Float Check Books before and do not require help from a User Guide – please feel free to continue and use the form starting on the next page below

➤ **Purpose of a Float Check Book:**

A Float Check Book is used to verify the content of your float or in other words the money you carry in your cash till. It is quite common that a float is handed over from one receptionist to another. Therefore you must verify the content of the float each time you take over a cash till. This is to ensure that no money is missing at the time of handover.

➤ **About this Float Check Book:**

Every hotel is slightly different and what might be a procedure in one hotel is not necessary a procedure in another hotel. This Float Check Book is only a sample of what is used by receptionists in bigger hotel chains. We encourage you to make changes so it suits your specific property much better. All documents are provided in PDF format but we are happy to email you a word version. This service is free. Please email us at info@receptionacademy.com to obtain an unprotected word version.

➤ **Questions about this Float Check Book:**

You will find a completed Float Check sample at the very bottom. This should help clarify. However, for any questions please give us a call or drop us an email and we are happy to help.

➤ **Ideas and suggestions:**

We want lots of reception teams to benefit from this download section and you can help us to achieve that. If you currently use a great form for a certain task, email us and we publish it on our website for everyone to use. We are also grateful for suggestions and feedback.

Your Reception Academy Team



Front Desk Float Check Book

Float Check**Float Number / Float Name:** _____

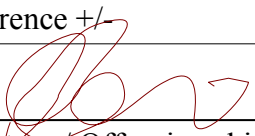

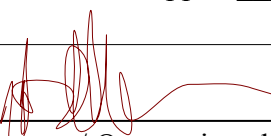
Cash			Other items of monetary value		
Notes / Coins	£	P	Description of item	£	P
£50					
£20					
£10					
£5					
£2					
£1					
50p					
20p					
10p					
5p					
2p					
1p					
Cash Total					
Add Total A					
Grand Total					
Original Float Total					
Difference +/-					
_____ Signature / Off-going shift Date: _____ Time: _____			Total A		
_____ Signature / On-coming shift Date: _____ Time: _____			<u>Any other items in float:</u> <u>Comments:</u> _____ Signature / Accounting Manager		



Front Desk
Float Check Book – Completed Sample

Float Check

Float Number / Float Name: A

Cash			Other items of monetary value		
Notes / Coins	£	P	Description of item	£	P
£50	-	-	Petty Cash	57	60
£20	180	-	Petty Cash	32	-
£10	60	-	Due me / Returnable	69	75
£5	45	-			
£2	-	-			
£1	33	-			
50p	10	50			
20p	4	20			
10p	6	80			
5p	-	55			
2p	-	48			
1p	-	12			
Cash Total	340	65	Total A	159	35
Add Total A	159	35	<u>Any other items in float:</u>		
Grand Total	500	-	10 Internet Voucher at £5 each		
Original Float Total	500	-	5 Exhibition Tickets for guests arriving today		
Difference +/-	-	-	1 Envelope with an earring found in the lobby this morning. Guest is informed and will come later to collect.		
 _____ Signature / Off-going shift			<u>Comments:</u> None		
Date: <u>28/10/2009</u> Time: <u>14:45</u>					
Cash amount dropped: <u>£102.45</u>			 _____ Signature / Accounting Manager		
 _____ Signature / On-coming shift					
Date: <u>28/10/2009</u> Time: <u>15:00</u>					