

BELFAST OWNER'S MONDAY SHEET

Week starting: ____ / ____ / ____ Filled in by: _____ Ten minutes. Pen. Coffee.

1. Rota gaps this week

Day	Shift / time	Who's off or short	Who's covering	Sorted?
Mon				☐
Tue				☐
Wed				☐
Thu				☐
Fri				☐
Sat				☐
Sun				☐

2. Supplier bills due

Supplier	Invoice no.	Amount £	Due date	Paid?
				☐
				☐
				☐
				☐
Total due this week		£		

3. Google reviews to reply to

Reviewer name	Stars	Date	Reply sent?
			☐
			☐
			☐

Thank them by name. Mention one thing they said. Two lines. Don't argue in public.

4. One local post to publish

Where: ☐ Google Business Profile ☐ Instagram ☐ Facebook Day to post: _____

What it's about (one line): _____

Photo taken? ☐ Posted? ☐

5. Cash in till vs card takings (last week)

Line		£
A	Total sales from till report (Z reads)	
B	Card takings from card machine report	
C	Expected cash (A – B)	
D	Cash counted and banked / in safe	
E	Cash paid out of the till (receipts kept)	
F	Float change (end float – start float)	
G	Cash accounted for (D + E + F)	
H	Difference (G – C)	

Difference over £ _____? Check refunds, voided sales, tips, and any card payment keyed as cash.

Notes: _____

Notes: _____

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