

Tip Record Sheet

Keep your own record of tips received, which is worth having whether or not anyone else is keeping one.

Tips taken each shift — cash, card and what was shared out — recorded on the day.

A RECORD OF WHAT WAS RECEIVED

Tips are income and are usually taxable, but how they are declared and how a tronc or pool must be run differs by country. This records what was received and what was shared; what you must then do with the figure is a question for your employer or tax authority.

Name

Workplace

Week beginning

Sheet

Date	Shift	Hours	Cash tips	Card tips	Paid into pool	Received from pool	Kept	Notes

Total kept this week

Running total for the year