

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

[illegible]

Total kept this week

Running total for the year