

Monthly Tips Ledger

One row per day (or per shift) for each type of tip: card tips, service charges and shared cash.
Use one sheet or page per month.

Month and year

Place of business

Kept by

Write in the full amount customers paid, before any card fees. At the end of the month, add up the amounts: that is the pot you share out on the Tips Allocation Sheet. The law asks you to keep this record for 3 years from the date each tip was paid.

Date	Shift or session	Type	Amount customers paid (£)	Where the figure comes from	Received by	Notes	Initials
01/11/2026	Example: Evening	Card tip	84.50	Card machine Z-report	Business	Example row: fictional figures	AB

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