# Burger Van Test Health and Safety Documents

| | |
|---|---|
| Company Name | Tasty Curry Indian Takeaway |
| Email | tastycurry@gmail.com |

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# FAST FOOD BURGER MENU

| Item Name | Est. Price |
| --- | --- |
| Veg Burger | £5.00 |
| Chicken | £5.50 |
| Milk Shake | £3.00 |

# ALLERGEN MATRIX

| Dishes | Celery | Cereals containing gluten | Crustaceans | Eggs | Fish | Lupin | Milk | Molluscs | Mustard | Peanuts | Sesame seeds | Soya | Sulphur dioxide | Nuts |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Milk Shake | | | | ✓ | | | ✓ | | | ✓ | | | | |
| Chicken | ✓ | | ✓ | ✓ | | | | | | | | | | |

# CERTIFICATES INFORMATION

| Certificate Name | Expiry Date |
|---|---|
| Council information | Please upload certificate |
| Council rating | Please upload certificate |
| Public and employees insurance | Please upload certificate |
| Gas certs | 30/04/2023 |
| PAT Test | Please upload certificate |
| Fire Extinguisher certs | Please upload certificate |
| Fire and risk assessment | Please upload certificate |
| COSHH | Please upload certificate |
| Marquee fire test certificate | Please upload certificate |
| Working at heights policy | Please upload certificate |
| Arriving onsite method statement | Please upload certificate |
| Sustainability policy | 30/04/2023 |
| Staff training documents (Multi certificates) | Please upload certificate |
| Cooking method statement | 31/05/2023 |
| Other documents | Please upload certificate |

Document Project Tools Browser Emmet Window Help

1. Multiple menu
2. Send allergen details in PDF (Allergy format sheet)

12:20

# Notifications

Yesterday
**Translation in progress**
Your letter to Chiranthi is being translated. Tap to find out more.

Yesterday
**Birthday Reminder**
Chiranthi has a birthday today! Pray for her.

5 days ago
**Sent to Lute's local church**
Your letter to Lute is on its way to his local church! Tap to learn more.

6 days ago
**Sent to Luciana's local church**
Your letter to Luciana is on its way to her local church! Tap to learn more.

6 days ago
**Sent to Ega's local church**
Your letter to Ega is on its way to her local church! Tap to learn more.

6 days ago
**Translation in progress**
Your letter to Lute is being translated. Tap to find out more.

6 days ago
**Translation in progress**
Your letter to Luciana is being translated. Tap to find out more.

Lorem ad lorem dolore ut clita sadipscing erat erat invidunt consetetur eirmod vel magna nonumy blandit dolor. Sit amet eos ea clita et duo suscipit et suscipit et qui et vel erat ea et erat. Eu voluptua praesent sit et nulla. Nonumy est vel sanctus gubergren iriure magna dolore nonumy invidunt. Labore sadipscing magna feugiat vel nonumy. No erat takimata lorem no lorem gubergren in diam in. Et labore et te dolore labore erat diam ut autem takimata eirmod dolor est vero wisi tempor et quis. Eleifend vero dolore sanctus aliquyam ut diam. Veniam sit assum dolores vulputate et voluptua ipsum eu takimata. Illum sit luptatum iriure ipsum ut takimata sanctus augue et dignissim. Ea dolores sadipscing molestie takimata sit sed wisi consetetur iriure ipsum labore qui kasd elitr vel ut lorem. Tempor eum gubergren aliquyam clita et invidunt aliquyam suscipit eos. Autem stet sed vero vero commodo dolor zzril ipsum ut liber dolor stet. Volutpat et et sadipscing clita feugait lorem augue. Sit vel nonumy est dolore ex eirmod eirmod placerat eum. Et nonumy eum kasd dignissim dolore. Accusam sit magna ex duo tation clita stet sit.

Consetetur dolor elitr magna accusam voluptua lorem ut aliquyam et labore dolore sed rebum ea hendrerit. Vero accumsan kasd eos erat sea amet ad dolores ut et magna. Amet delenit eos dolor. Sit dolore tempor justo duo dolore illum nonumy ut et vero sed velit. Duo gubergren vel sed ipsum rebum in diam sed. Lorem elitr et lorem vulputate rebum aliquam molestie nonummy illum diam rebum ea. In autem et voluptua vero rebum diam at luptatum sea. Et dolores erat accusam eirmod. Diam elit sit ea. Et minim elitr odio et consequat. Sit feugiat tempor amet gubergren est laoreet et ea dolore augue dolor sed et. Diam lobortis dolor dolor et sea tincidunt. Et ea doming dolor sed facilisi sit dolor sadipscing dolore delenit feugiat congue iriure eirmod takimata. Gubergren stet sadipscing takimata invidunt molestie invidunt ut takimata facilisis takimata feugait laoreet volutpat dolore. Consetetur tempor magna dolore nulla nulla duo congue ea justo eros consectetuer consetetur dolor duis et eos.

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# CATERTOOL

## Making Catering Easier

Version v3 (14.11.22)

CATER TOOL LIMITED (14459530)
himat@catertool.com / ken@catertool.com
07590 670405 / 0777 0505000

# CATERTOOL

## What is Catertool?

Catertool is a on mobile device app/platform that allows caterers/restaurateurs to complete their food diligence requirements, help manager their food business and connects them to other caterers/restaurateurs, event organisers, food wholesales as well connecting them to an equipment selling platform.

## So why Catertool?

The software is free and designed for the catering industry.

## Catertool Users

Caterer / restaurateur
Event organizers
Wholesalers / Distributors
Food standards agents /Council
Catertool company
Contractors

## Catertool aim & values

### Purpose

There is a need in the industry to make running a catering or restaurant business easier and more eco-friendly. The app is designed to help protect the business and consumer by making sure the business Hazard Analysis and Critical Control Point (HACCP) is preformed correctly. By making the HACCP digital, it makes the task more eco friendly

The app will also help the business in many other ways

### Communication

The app is designed to bring everyone in the industry together to maximise sales, saving and knowledge. These people include

- Caterers / Restaurants
- Wholesales / Distributors
- Event organisers
- Food standards agents
- Contractors

### Standards

By using the app, the caterer/ restaurants can make sure they are running their business effectively or professional, raising the standards in their business.

Connecting with the industry will also ensure that caterers / restaurants are updated with the latest trends and concerns, allowing them to keep their business safe.

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## Catertool Brand Look

### LOGO VARIATIONS

A logo variation is a rearranged version of your primary logo design that gives your brand the flexibility to show up consistently, and recognizably, in different placements.

### COLOR PALETTE

Color plays an important role in the brand identity. The colors below are recommendations for various media. A palette of primary colors has been developed, which comprise the color scheme.

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ICON

## TYPOGRAPHY

Typography is the art and technique of arranging type to make written language legible, readable and appealing when displayed. The term typography is also applied to the style, arrangement, and appearance of the letters, numbers, and symbols created by the process.

PRIMARY FONT

This should be the default typeface, a reflection of the overall brand identity. Aa

### CERA PRO

ABCDEFGHIJKLM NOPQRSTUVWXYZ abcdefghijklmnop qrstuvwxyz 0123456789? /

**SECONDARY FONT** Your secondary should complement your primary, and support the typographic design system

**Headline / H1: 100% scale Montserrat Bold**

**REINVENTING THE WAY, THE WORLD BUILDS**

Subhead / H2: 50% scale Montserrat Semi Bold

**Reinventing The Way, The World Builds**

**Body copy**: 20% scale Lato Regular

Reinventing The Way, The World Builds

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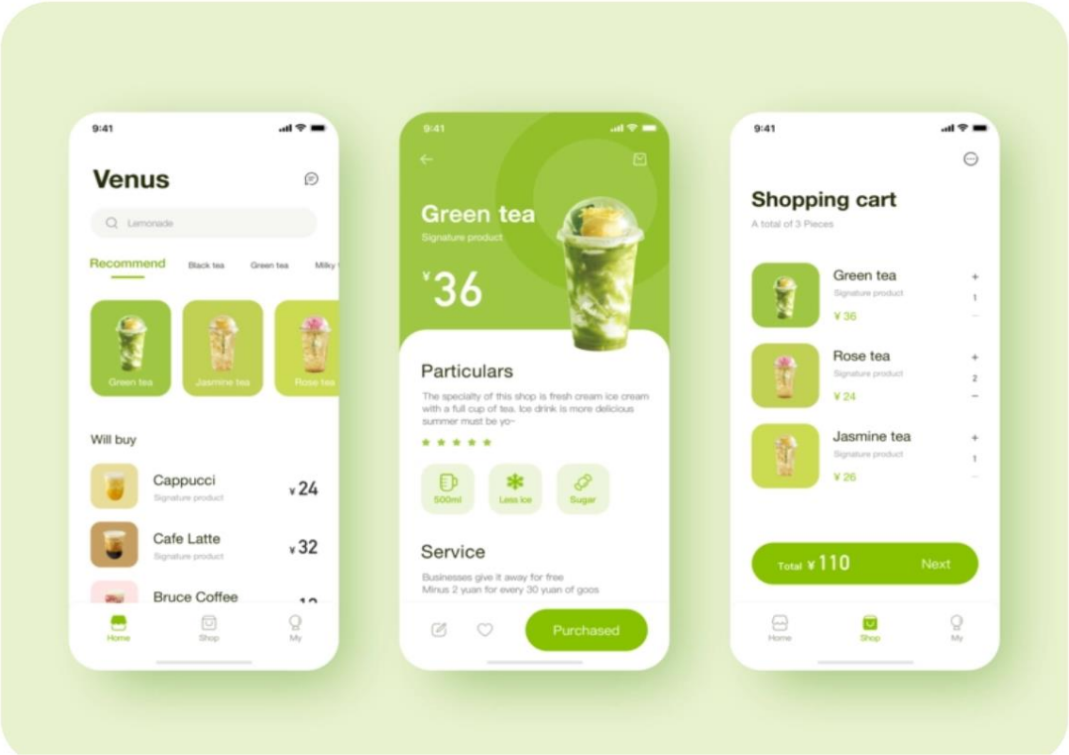
## Full spec of Catertool M= Modules

- Company details
- M1 - Health and safety certificates - Unit details PDF
- M2 - Food and storage temperature records / open and closing checks
- M3 - Sales & cost tracker
- M4 – Training
- M5 - To do list
- M6 - Caterers forum
- M7 - Vehicle document checker
- M8 - Selling / buying portal
- M9 - Event organisers work offers / application submission
- M10 - Staff / Membership / Contractors details
- M11 - Product offers
- M12 - Updates / notifications
- M13 – Staff Rota System
- M14 – Contractor's directory

## App look

The look must be clean, fresh and minimalist. A block panel designs

Something similar to this

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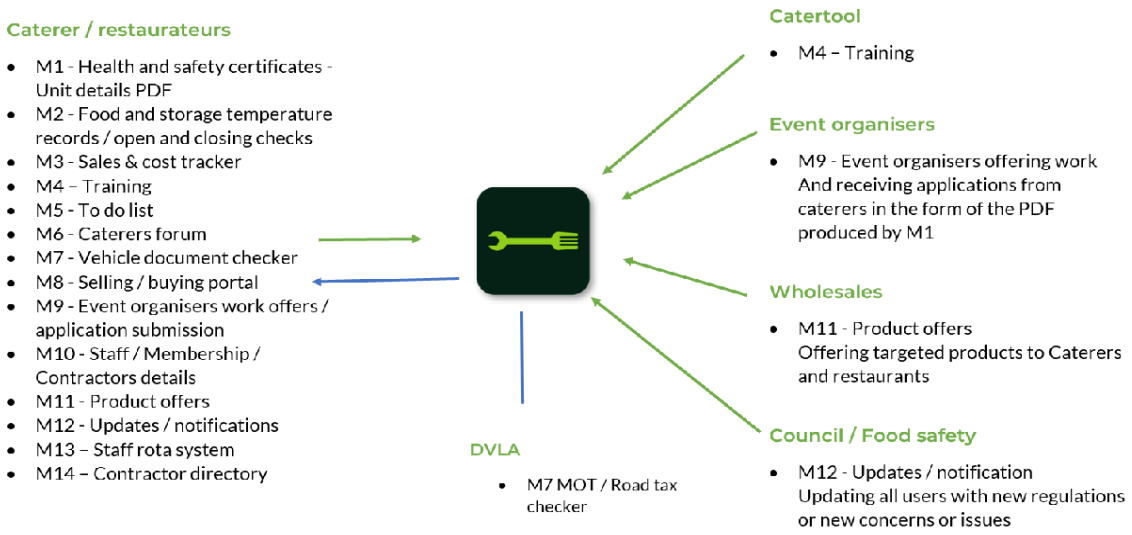
## Users access points




## Phase 1 of building Platform / App

Phase 1 of the build.

Working on

- M1 - Health and safety certificates - Unit details PDF
- M2 - Food and storage temperature records / open and closing checks
- M3 - Sales & cost tracker
- M4 – Training
- M5 - To do list
- M6 - Caterers forum
- M7 - Vehicle document checker
- M8 - Selling / buying portal
- M9 - Event organisers work offers / application submission
- M10 - Staff / Membership / Contractors details
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CATERTOOL
CATERING MADE EASY

Sell/ Buy Portal

H/S Documents

Temperatures

Team Details

Vehicle Documents

Sales / Cost Tracker

Training

Product offers

To do List

Work offer

Caterers forum

Updates notifications

Rota System

Contractors directory

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## 1.Downloading app (Built for Apple & Android separately)

1.1 The app will be free to download onto any mobile device.

1.2. Login / new user

## 2.1 Once the app has been downloaded, it will ask for the following information.

**Users' details**

First name (Must be entered)

Last or family name (Must be entered)

Email address

Confirm email address (No verification needed at this point)

Business type (Drop down menu)

- Sole trader
- Private limited company (Ltd) registered at Companies house
- Partnership
- Limited Company

Company address

- Postcode home finder
- Enter door number and confirm address

Business Name (Questions to be asked only to Limited companies)
Trading Name
Upload Company logo

Type of business (Drop down menu) (add up to three choose)

- Street food vendor
- Event caterer
- Private caterer
- Takeaway
- Restaurant

2.2 The app must have an email address and passcode checker to make sure both entrances match

2.3 The app must have a passcode recovery feature built into the app.

2.4 Once all the above information is filled in the app will give you access to the user interface.

2.5 On the user interface, a pop-up notification will come up and advising the admin user to set up 3 additional users.

2.6 The users will need to enter

- Confirm email (Himat doesn't want people to confirming their app)
- 4-digit passcode
- Confirm 4-digit passcode
  **The app must have an email address and password checker to make sure both entrances match and email confirmation**
- Enter 4–6-digit entrance code (

2.7 The user will then grant access to the admins from a drop-down menu

- Company details
  - Company number
- Health and safety certificates
- Temperature records
- Open and closing checks
- Sales / Cost tracker (Enter / View / Edit)
- To do list
- Caterers Chat room
- Selling portal
- Vehicle (Enter / View / Edit)
- Training
- Event organisers work offers and applications
- Staff / membership / contractor details
- Weekly product deals

The admin will give each user full or part access depending on which options have been selected.

2.8 Each user will need to confirm they email to have access.

2.9 On the home page of the app, if the user has logged out or can't remember their 4-6 password login, they will be a password recovery button at the bottom of the page.

The user should only need to enter their email address and press send. A password recovery email will be sent to the user's email address, giving them access to enterer a new password and 4–6-digit code.

2.10 The admin, has the ability to create and delete users

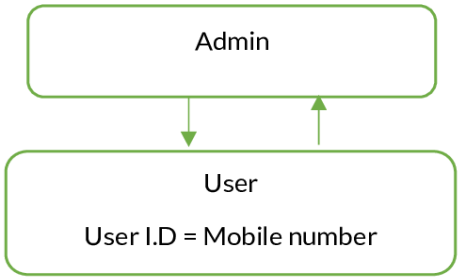
2.11 If the company hasn't paid the invoices, the data will be kept for 1 year, after that the data will be deleted.

2.12 The app must link the company to the admin email address, so there is no duplicate of usernames.

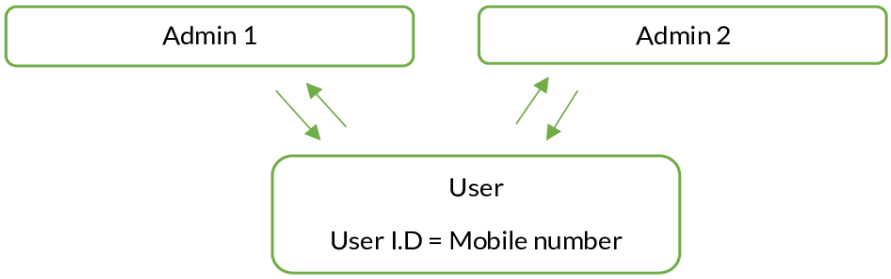
2.13 Once the user has completed the registration, The app will notify the user to create a unit/s profile.

## Staff and multiple admins

Staff may want to work for other companies. Each company is registered as a admin and the users is allocated a link to the admin by their mobile number




If you have multiple admins




The issue we have here is the user mobile number will now we linked to two or more Admins so we need some way of the user being able to select the Admin there are working for on that day.

So maybe we need a drop down menu page to appear after the login page, which will allow the user to select which company/admin there are working for that day.

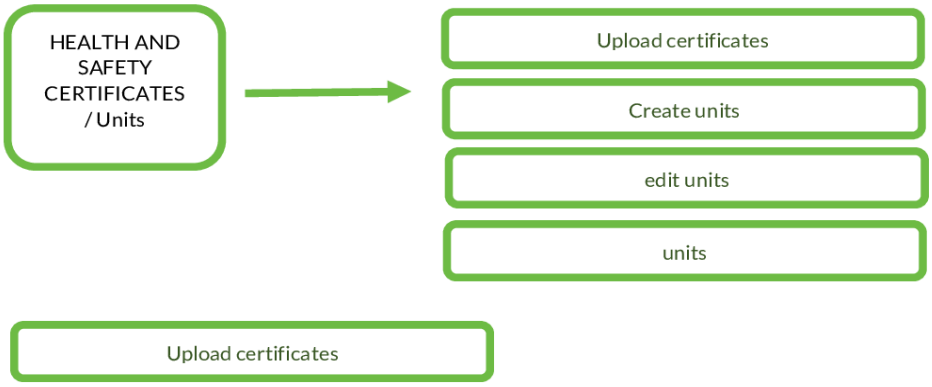
## 3.1 Creating units' profiles

For the user to create a unit profiles, the user must first enter all the documents. The following documents are required to be uploaded, however if the documents are not uploaded or the documents are expired, this will not stop the user to continue to build their profiles. (It is Catertools job to assist the user not police the user)

Once the user is ready, they will need to press the Unit HEALTH AND SAFETY CERTIFICATES / profile button.

This will give the user four options,

1. Upload certificates
2. Create Unit/s
3. Edit Unit/s
4. Unit/s




## Creating the Unit PDF Product

3.2 The user will be asked to upload the following documents and enter the expiry date for those documents. If any these documents are due to expire, Catertool will notify the Amin user of this. These certificates can be entered onto the app/platform, by taking a photo of the certificate from the phone or device or upload from photo/device gallery.

- Council food hygiene certificate
- Ask user for council rating (This will be a drop-down menu)
  - 1
  - 2
  - 3
  - 4
  - 5

- Public and employee's insurance

- Gas certs
- PAT Test
- Fire Extinguisher certs
- Fire and risk assessment
- COSHH
- Marquee fire test certificate
- Working at heights policy
- Arriving onsite method statement
- Sustainability policy
- Staff training documents (Multi certificates)
- Cooking method statement
- Other documents

Set up units

3.3 Setup units

The user has the choice to either creating 1 or multiple units, this will depend on how many units the user has.

3.3.1

Set up units

Enter unit name

Food type

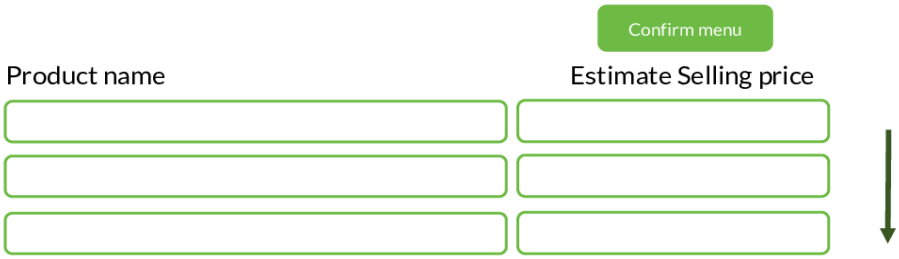
Brief write up about the business/ food

Word box maximum 250 words

Style of Unit (Drop down)

- Trailer
- Marquee
- Build up
- Airstream
- Van
- Other
- Restaurant
- Grab and go unit

3.3.2 Enter menu – flowing drop box with confirm button on the top. Once the confirm button is press it will take the user to the next stage.




3.3.3 Enter unit photos – The user will be able to upload 3 photos from the device gallery or camera. The main photo and two supporting photos. ( Photo 1 will be on the main page and photo 2 & 3 will be on the page 2) if only two photos are upload, then you will only have photo 2 on page 2 in the centre. If only one photo is upload, then that photo will be on page 1 & 2

The main photo will become the profile photo for the unit

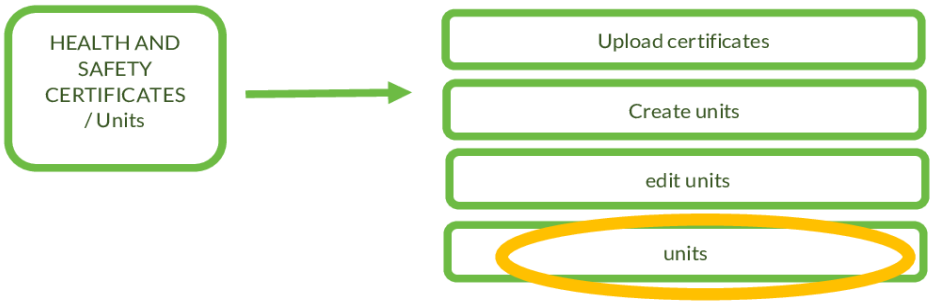
3.3.4 Enter photo of the user's food – The user can upload 3 photos from the device gallery or camera.

3.3.5 Upload allergens matrix. The user can upload up to 4 allergens matrix

3.3.6 At no point is each category of input necessary. The user can skip any part of the process and return to it in the edit unit select.

3.3.7 A pop up screen will appear with a scroll down menu, asking the user to select which certificates relate to the unit.

3.3.8 Once all the information is entered the user will then press the proceed button. The button will then collect all the above information and package it into a PDF document, which can be downloaded or emailed. This document will be housed in the Units selection




The PDF Document format will look some like this

# Unit information and health & safety documents

Yum Street Catering has over 15 years catering experience. Over the past three years it has grown and develop its brand Kwackers, to be one of the leading brand in the events industry, Kwackers now offers three great airstream units offering three great menus. Burgers and Fries, Salt and pepper Chicken and Duck wraps.

Kwackers only services award winning burgers. Each burger has double 4oz patties, which means the customer gets 8ozs of mouth-watering food. Each burger is served in a lightly toasted sesame brioche bun, topped with tomatoes and lettuces.

Yum Street Catering has over 15 years catering experience. Over the past three years it has grown and develop its brand Kwackers, to be one of the leading brand in the events industry, Kwackers now offers three great airstream units offering three great menus. Burgers and Fries, Salt and pepper Chicken and Duck wraps.

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UNIT NAME, ADMIN NAME, COMPANY NAME, EMAIL ADDRESS, CONTACT NUMBER

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CATERING MADE EASY

# MENU

| | Est Price |
|---|---|
| Original beef burger | £10.00 |
| Cheese me up | £10.00 |
| Da Bacon Burger | £10.00 |
| Full Monty | £12.00 |
| Sweet Chilli Chicken Burger | £10.00 |
| Stacked Chicken Burger | £15.00 |
| Bang Bang Veg Burger | £10.00 |
| Fries | £5.00 |
| Cheesy Fries | £7.00 |
| Beef Burger Salad | £10.00 |
| Drinks | £2.00 |
| Hot drinks | £2.00 |

UNIT NAME, ADMIN NAME, COMPANY NAME, EMAIL ADDRESS, CONTACT NUMBER

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**NEXT PAGES WILL BE FOR PHOTO 2 & 3**

**FULL PAGE PER A PHOTO**

**NEXT PAGE FOR ALLERGENS MATRIX**

**AND THEN ALL CERTIFICATES**

UNIT NAME, ADMIN NAME, COMPANY NAME, EMAIL ADDRESS, CONTACT NUMBER

## 4 Create temperature temple for each unit

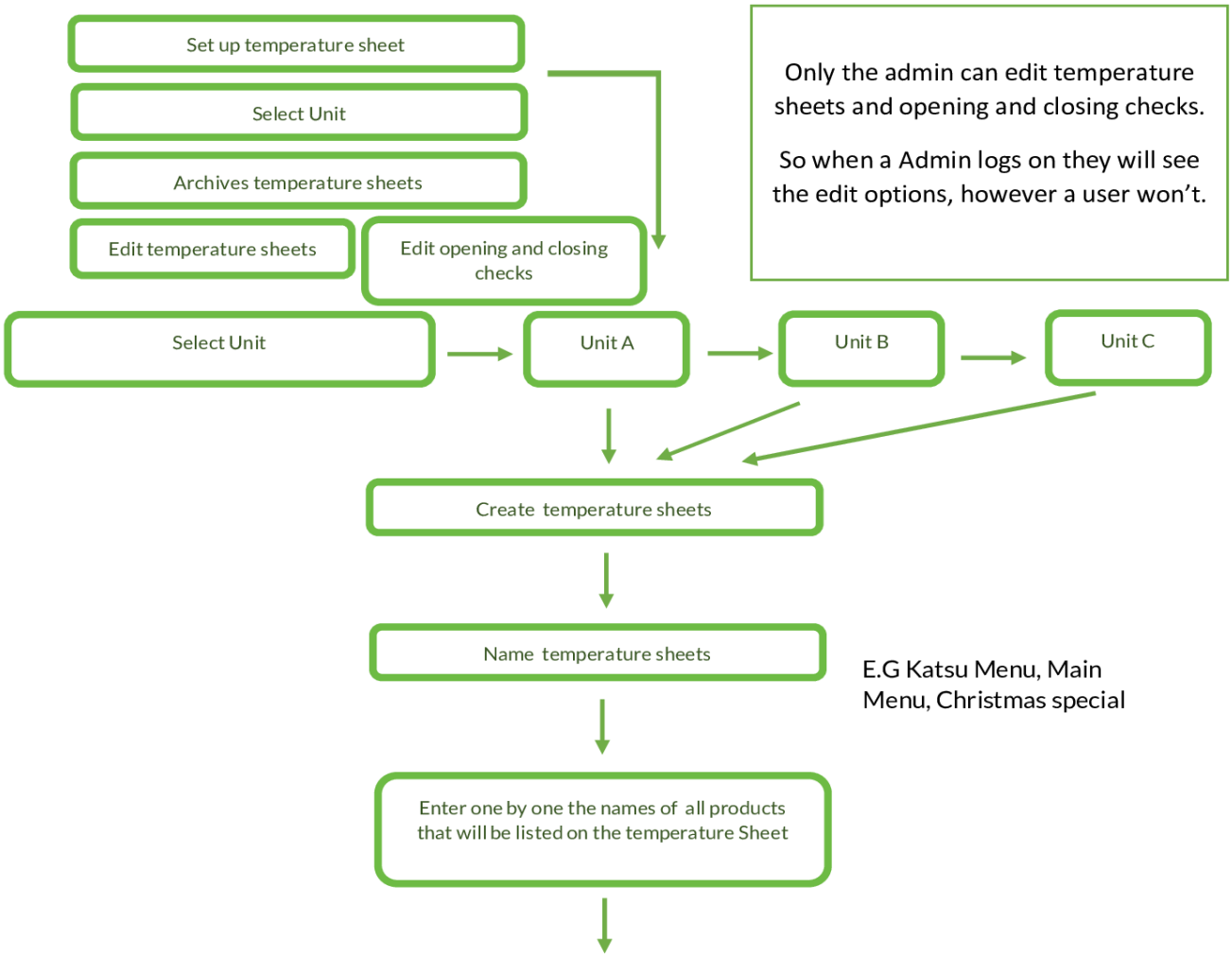
The temperature sheets are designed to make sure that the caterer and restaurants adhere to and preform their food safety due diligence.

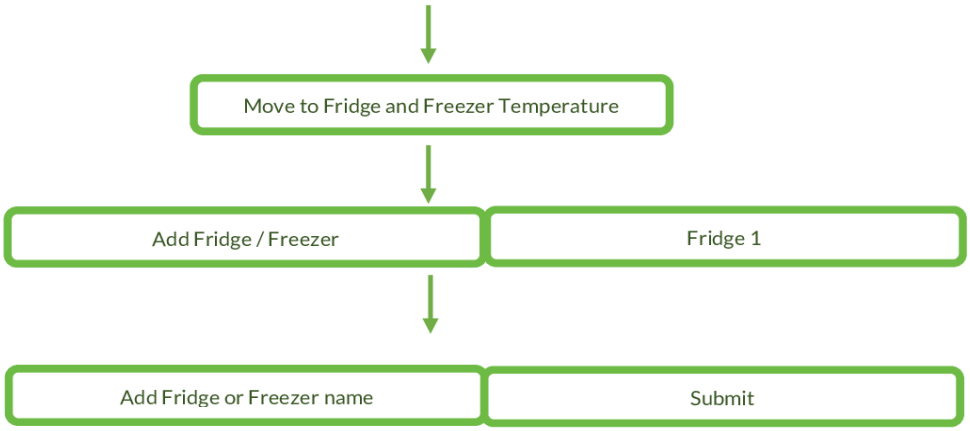
By digitally recording the temperatures the app will time stamp the temperatures, which will authenticate the records.

4.1 Setting up the temperature records

One the module is open the user will have a choice of five options 1. Set up temperature sheet, Select unit, archive units, edit temperature sheet and edit opening and closing checks.

A temperature sheet must be set up first and will be linked to the unit. All stored archive temperature sheets will be linked to the unit.

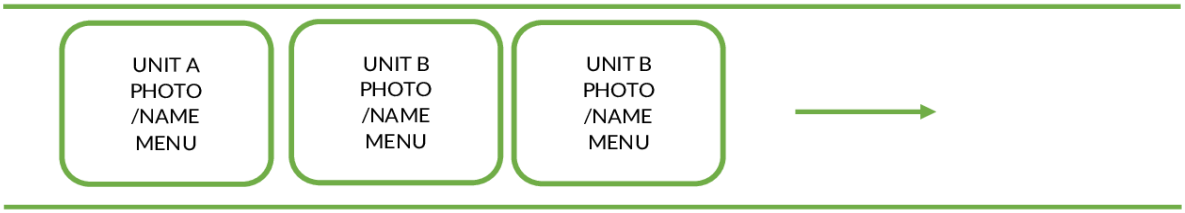




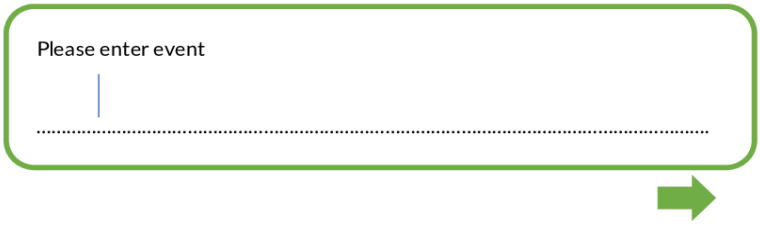
The new created temperature with the opening and closing sheet will be stored in the select unit tab.

4.2 The user will go into the select unit tab and select the temperature sheet their require .

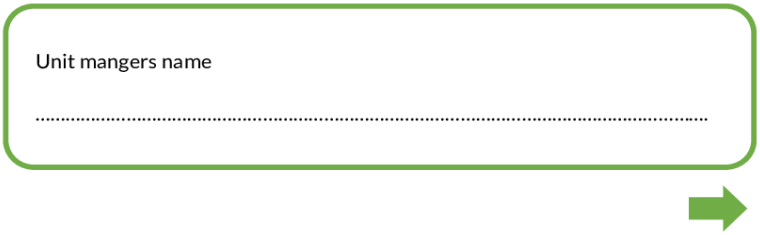
In this tab, you will have a list of units and the named temperature sheet.




4.3 One the correct temperature sheet and unit is selected the app will require the user to enter the event




Unit manage name

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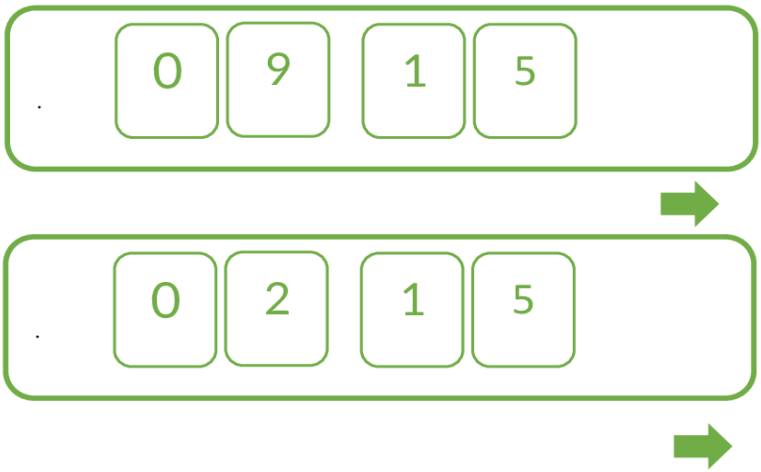
And enter the first temperature probe time, from a drop down clock. The user will have the option to select now or input a start time .

Finishing time




It will be from this time that all other temperature probing times will be aligned to.

4.4 Recording the temperatures. ( Start, alert intervals and no response)

Once the user press start

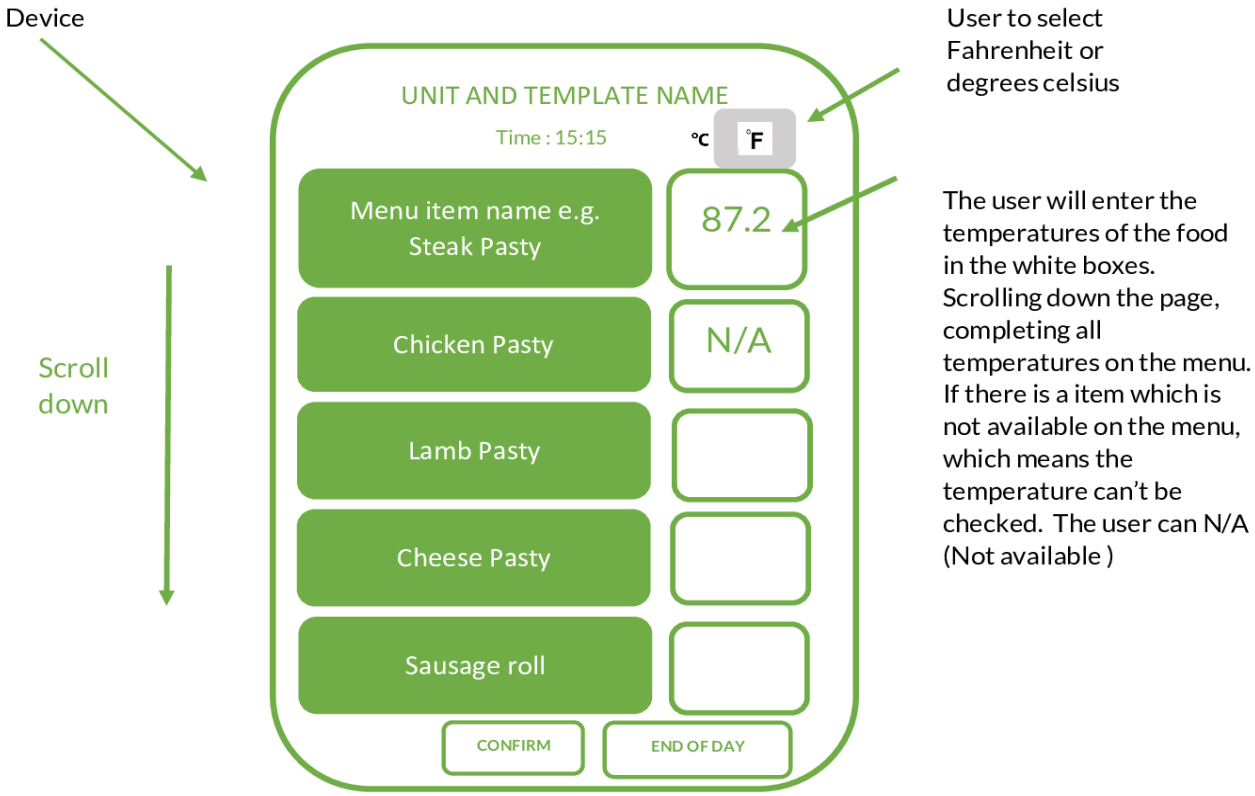
A list of opening checks will appear which will be YES/NO buttons

As above this questions can be edited on the above tab

| | | |
|---|---|---|
| 1) | Do you have fresh water | YES/NO |
| 2) | Do you have hot water to wash hands | YES/NO |
| 3) | Do you have hot water for pot/utensils to be washed | YES/NO |
| 4) | Do you have the correct fire extinguishers & Blanket | YES/NO |
| 5) | Do you have a complete first aid box | YES/NO |
| 6) | Do you have floor covering to work space area | YES/NO |
| 7) | Does all staff have clean uniform | YES/NO |
| 8) | Are the fire exits clear | YES/NO |

the list of menu will appear and the timer will start. If the user sets a date the a phone alert will be set for 2 minutes before the probe time is due to start. A device alert will remind the user three times with 2 minute intervals. If the user doesn't response to the three alerts. A temperature record will be made and stored with a note saying no response.

4.5 Once the user is ready to start entering the temperatures for each item the app/platform will automatically make a time line from the start time to the end time. With 1 hour and 45 minutes intervals. A device alert will be tiggered to alert the user to check the time.




Once the user presses end of day. The user will need to complete the closing checklist. This will be automatically populated template, which can be changed in the edit opening and closing tab.

| | | |
|---|---|---|
| 1) | Has all displayed, stored and waste food been removed and placed in correct locations | YES/NO |
| 2) | Has expired food been binned | YES/NO |
| 3) | Has all waste been removed from unit | YES/NO |
| 4) | Has all surfaces been cleaned | YES/NO |
| 5) | Has all electric and gas appliances been closed | YES/NO |

4.6 Record Sheet

As the user enters the temperatures into the app. The app will record these temperatures on a temperature sheet, which will be saved in the archive temperature sheets tab under the date. All the temperature sheets for that day will be listed under the date.

The temperature sheet will look something like this :-

**Temperature records & Opening and closing checks**

| | |
|---|---|
| Date | 14/11/2022 |
| Unit name | Burger Airsteam |
| Template name | Katsu Curry |
| Unit Manager name | Sean Montage |
| Temperture in | degrees celsius |
| Event | Carfest south |

This will reflect what has been selected

| Opening Checks | YES | NO |
|---|---|---|
| Do you have fresh water | YES | |
| Do you have hot water to wash hands | YES | |
| Do you have hot water for pot/utersils to be washed | YES | |
| Do you have the correct fire extinguishers & Blanket | YES | |
| Do you have a complete first aid box | YES | |
| Do you have floor covering to work space area | YES | |
| Does all staff have clean uniform | YES | |
| Are the fire exits clear | YES | |

Start Time

| tem Names | 08:00 | 9.45 | 11:30 | 13:15 | 15:00 | 16:45 | 18:30 | 20.15 | 22.00 | 23.45 |
|---|---|---|---|---|---|---|---|---|---|---|
| teak Pasty | 80 | 79 | 88 | | 79 | 88 | 88 | 80 | 88 | 88 |
| hicken Pasty | 91 | 90 | 98 | | 90 | 98 | 98 | 91 | 98 | NA |
| amb Pasty | NA | 80 | 79 | | 80 | 79 | 79 | NA | 79 | NA |
| heese Pasty | 89 | 78 | 81 | | 78 | 81 | 81 | 89 | 81 | NA |
| ausage roll | 78 | 69 | 89 | | NA | 89 | 89 | 78 | 89 | 89 |
| on Turnover | 82 | 89 | 98 | | 89 | 98 | 98 | 82 | 98 | 98 |
| egan Pasty | NA | NA | NA | | NA | NA | NA | NA | NA | NA |
| Chicken Pasty | NA | NA | NA | | NA | NA | NA | NA | NA | NA |

| Closing checks | YES | NO |
|---|---|---|
| Has all displayed, stored and waste food been removed and placed in correct locations | YES | |
| Has expired food been binned | YES | |
| Has all waste been removed from unit | YES | |
| Has all surfaces been cleaned | YES | |
| Has all electric and gas appliances been closed | YES | |

These records have been created by using the Catertool app. The temperatures have manually been entered by a member of the above company and dated stamped by Catertool

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Archive temperature sheets

4.7 Archive temperature sheets

Once the user press this button, a calendar will appear on the screen. The user can then select a date. Once the date has been selected a list of temperature sheets done for the admin will appear. The admin / user will then be able to view the sheet or send the sheet to an email address.

**As the users continue to add emails to the sheets, the email address will be sorted under the admin or users app, so instead of the user needing to enter the email address every time they want to send a temperature sheet, they can choose from a drop down menu from the previous entered email address or enter a new one.**

4.7 Edit temperature sheet.

4.7 Edit Opening and closing checks

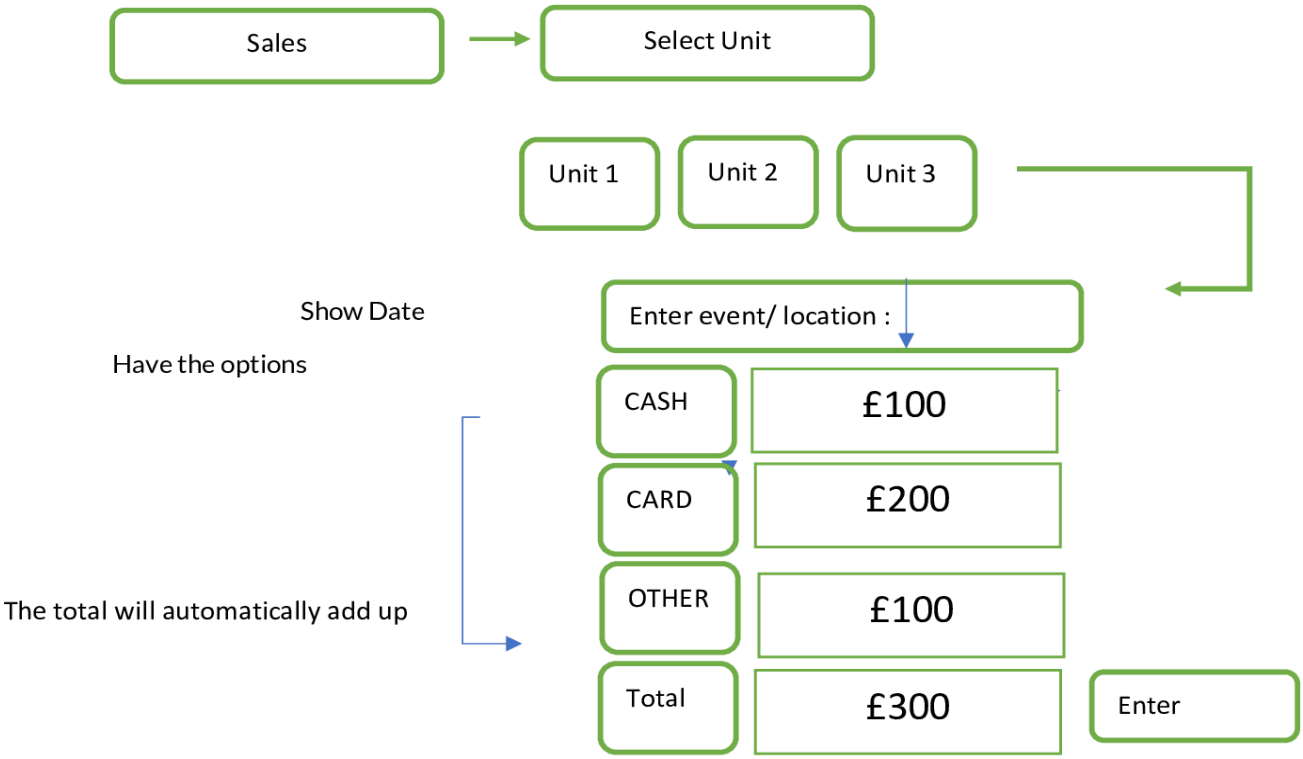
5.SALES AND COST TRACKER

5.1 The sales will be linked to each unit, however the cost can be link to the business or units

The first options that the user will have will be a choice of the following

- Sales
- Cost
- Reports
- Edit figures

5.2 Sales

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Once the user has entered he amount and pressed the enter button the payment method and amount will be entered into a database, along with which events the sales were taken. Which can be re drawn from the reports.

5.3 Cost

Cost

The user will have the option of choosing the Unit or business

Unit 1 | Unit 2 | Unit 3 | Business

Enter amount in payment method

| | | |
|---|---|---|
| CASH | £120.00 | |
| CARD | | |
| OTHER | | |
| VAT | £20.00 | |
| Notes | Diesel | Enter |

5.4 Reports

Reports

In the reports section the user will need to enter a from and to date, select sale, cost or both and a list will be produced, which they can email to themselves. It would be good the file to format options. Excel or PDF.

Sales report

**Sales report**

Date 14/11/2022
From 16/11/2022
To 29/11/2022

| Event / location | Unit 1 | Cash | Card | Other | Total |
|---|---|---|---|---|---|
| Carfest | 16/11/2022 | £200.00 | £200.00 | £0.00 | £400.00 |
| Carfest | 17/11/2022 | £300.00 | £450.00 | | £750.00 |
| | 18/11/2022 | | | | |
| Boomtown | 19/11/2022 | £26.67 | £910.00 | £200.00 | £1,136.67 |
| Boomtown | 20/11/2022 | £50.00 | £1,145.00 | | £1,195.00 |
| Boomtown | 21/11/2022 | £770.00 | £1,380.00 | £300.00 | £2,450.00 |
| Boomtown | 22/11/2022 | | | | |
| | 23/11/2022 | | | | |
| rewind | 24/11/2022 | £2,930.00 | £2,085.00 | £500.00 | £5,515.00 |
| rewind | 25/11/2022 | £3,650.00 | £2,320.00 | £600.00 | £6,570.00 |
| rewind | 26/11/2022 | £4,370.00 | £2,555.00 | | £6,925.00 |
| rewind | 27/11/2022 | £5,090.00 | £2,790.00 | £700.00 | £8,580.00 |
| rewind | 28/11/2022 | £5,810.00 | £3,025.00 | £800.00 | £9,635.00 |
| | 29/11/2022 | | | | |
| | | | | | |
| | Total | £23,196.67 | £16,860.00 | £3,100.00 | £43,156.67 |

Notes

Vouchers

| Event / location | Unit 2 | Cash | Card | Other | Total |
|---|---|---|---|---|---|
| Carfest | 16/11/2022 | £200.00 | £200.00 | £0.00 | £400.00 |
| Carfest | 17/11/2022 | £300.00 | £450.00 | | £750.00 |
| | 18/11/2022 | | | | |
| Boomtown | 19/11/2022 | £26.67 | £910.00 | £200.00 | £1,136.67 |
| Boomtown | 20/11/2022 | £50.00 | £1,145.00 | | £1,195.00 |
| Boomtown | 21/11/2022 | £770.00 | £1,380.00 | £300.00 | £2,450.00 |
| Boomtown | 22/11/2022 | | | | |
| | 23/11/2022 | | | | |
| rewind | 24/11/2022 | £2,930.00 | £2,085.00 | £500.00 | £5,515.00 |
| rewind | 25/11/2022 | £3,650.00 | £2,320.00 | £600.00 | £6,570.00 |
| rewind | 26/11/2022 | £4,370.00 | £2,555.00 | | £6,925.00 |
| rewind | 27/11/2022 | £5,090.00 | £2,790.00 | £700.00 | £8,580.00 |
| rewind | 28/11/2022 | £5,810.00 | £3,025.00 | £800.00 | £9,635.00 |
| | 29/11/2022 | | | | |
| | Total | £23,196.67 | £16,860.00 | £3,100.00 | £43,156.67 |

Notes

Vouchers

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Cost report

**Cost report**

Date 14/11/2022
From 16/11/2022
To 29/11/2022

| Unit / Business | Dates | Cost | VAT | Notes |
|---|---|---|---|---|
| Unit 1 | 16/11/2022 | £40.00 | £6.67 | Diesel |
| Unit 1 | 17/11/2022 | £45.00 | £7.50 | Diesel |
| Unit 1 | 17/11/2022 | £130.00 | £21.67 | Bookers |
| Unit 1 | 17/11/2022 | £402.00 | £67.00 | Bookers |
| Unit 1 | 17/11/2022 | £330.00 | £55.00 | Makros |
| Unit 1 | 21/11/2022 | £245.00 | £40.83 | rent |
| Unit 1 | 21/11/2022 | £450.00 | £75.00 | Bookers |
| Unit 1 | 21/11/2022 | £345.00 | £57.50 | Makros |
| Unit 1 | 21/11/2022 | £342.00 | £57.00 | Makros |
| Unit 1 | 21/11/2022 | £80.00 | £13.33 | diesels |
| Unit 1 | 26/11/2022 | £400.00 | £0.00 | staff |
| Unit 1 | 26/11/2022 | £40.00 | £6.67 | diesel |
| Unit 1 | 26/11/2022 | £10.00 | £1.67 | food |
| | | | | |
| | | | | |
| | Total | £2,859.00 | £409.83 | |

| Unit / Business | Dates | Cost | VAT | |
|---|---|---|---|---|
| Business | 16/11/2022 | £200.00 | £33.33 | Vehicle repairs |
| Business | 17/11/2022 | £300.00 | £50.00 | MOT |
| Business | 18/11/2022 | £408.00 | £68.00 | vehicle hire |
| Business | 19/11/2022 | £26.67 | £4.44 | diesel |
| | | | | |
| | | | | |
| | Total | £934.67 | £155.78 | |

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5.5 Edit figure.

Edit figures

Once the user tabs the edits figures button a time and date sorted list of add inputs will appear.

The user will be able to tab any choice and edit the entry.