

Daily Income, Sales & Deposit Report

School: _____

Month & Year: _____

Day of Month (A)	STUDENT ACCOUNTS					ADULT ACCOUNTS				Non-Reimb. Cash Sales (K)	Misc. Sales (L)	Actual Bank Deposits (M)	Computed Bank Deposits (N)	Computed Total Receipts (O)
	Receipts, Cash & Checks (B)	Receipts, Web Payments (C)	Reimb. Sales & Charges (D)	A la Carte Sales & Charges (E)	Refunds (F)	Receipts, Cash & Checks (G)	Receipts, Web Payments (H)	Sales & Charges (I)	Refunds (J)					
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29														
30														
31														
TOTAL														

End-of-month Uncollected Charges: _____

Signature of Person Approving Report: _____

Date: _____

Computed (-) Actual Deposits: _____

(over for Monthly/Annual Financial Report Data)

Daily Income, Sales & Deposit Report

School: _____

Month & Year: _____

Monthly/Annual Financial Report Data

(+) Student Accounts: Receipts, Cash & Checks (B)
(+) Student Accounts: Receipts, Web Payments (C)
(-) Student Accounts: Refunds (F)
= Financial Report, Line 1611-1614, Student Receipts on Account

(+) Adult Accounts: Receipts, Cash & Checks (G)
(+) Adult Accounts: Receipts, Web Payments (H)
(-) Adult Accounts: Refunds (J)
(+) Non-Reimbursable Cash Sales (K)
= Financial Report, Line 1620, Adult Receipts on Account & All Non-Reimbursable Cash Sales

(+) Misc. Sales (L)
= Financial Report, Line 1990, Miscellaneous Income
(includes internal catering, food service provided to another CNP sponsor, private grants, private donations)

(+) Student Accounts: Reimb. Sales & Charges (D)
= Reimbursable Sales & Charges (Students ONLY)

(+) Student Accounts: A la Carte Sales & Charges (E)
(+) Adult Accounts: Sales & Charges (I)
(+) Non-Reimbursable Cash Sales (K)
(+) Misc. Sales (L)
= Non-Reimbursable Sales & Charges (Students & Adults)

Note: Report the End-of-Year Balance of Uncollected Charges and the difference between Computed and Actual Income on the Annual Financial Report.