

# 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)					
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
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.