

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													0.00	0.00
2													0.00	0.00
3													0.00	0.00
4													0.00	0.00
5													0.00	0.00
6													0.00	0.00
7													0.00	0.00
8													0.00	0.00
9													0.00	0.00
10													0.00	0.00
11													0.00	0.00
12													0.00	0.00
13													0.00	0.00
14													0.00	0.00
15													0.00	0.00
16													0.00	0.00
17													0.00	0.00
18													0.00	0.00
19													0.00	0.00
20													0.00	0.00
21													0.00	0.00
22													0.00	0.00
23													0.00	0.00
24													0.00	0.00
25													0.00	0.00
26													0.00	0.00
27													0.00	0.00
28													0.00	0.00
29													0.00	0.00
30													0.00	0.00
31													0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

End-of-month Uncollected Charges: _____
 Actual Deposits (-) Computed Deposits: _____ 0.00

Signature of Person Approving Report: _____

Date: _____

(over for Monthly/Annual Financial Report Data)

Daily Income, Sales & Deposit Report

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Monthly/Annual Financial Report Data

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

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

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

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

0.00 (+) Student Accounts: A la Carte Sales & Charges (E)
0.00 (+) Adult Accounts: Sales & Charges (I)
0.00 (+) Non-Reimbursable Cash Sales (K)
0.00 (+) Misc. Sales (L)
0.00 = 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.