Daily Income, Sales & Deposit Report

School: Outstanding High School Month & Year: September-11

		STUDI	ENT ACCO	UNTS		ADULT ACCOUNTS								
Day of Month (A)	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)	Non- Reimb. Cash Sales (K)	Misc. Sales (L)	Actual Bank Deposits (M)	Computed Bank Deposits (N)	Computed Total Receipts (O)
1	1,401.30	130.00	603.20	6.30		9.50		1.80		12.40		1,423.00	1,423.20	1,553.20
2	547.05	100.00	614.95	15.50		14.00		9.70		21.70	50.00	633.00	632.75	732.75
3													0.00	0.00
4													0.00	0.00
5													0.00	0.00
6	408.15		601.90			40.05		21.30		18.60		466.80	466.80	546.80
7	1,191.00	10.00	632.90	72.00		39.70		26.80		9.30		1,240.00	1,240.00	1,250.00
8	158.45	80.00	639.75	9.30		11.85		16.40		21.70		192.00	192.00	272.00
9	117.50	160.00	653.95	0.45		31.30		25.25		15.50	70.00	234.05	234.30	394.30
10													0.00	0.00
11													0.00	0.00
12	H 5 H		┦. ├				\vdash		- ts	e Lu	- ts		⊢ _o	0.00
13	_ ive (- 호 높 -		- ints		ᅵᇸ			Sab cco	rac		H # H	0.00
14 15	ece ece ece		accounts for special milk		- pn -		adı eb		- u a	Dur.	contracts	\vdash	H tr	0.00
16			- Cia		- st		- 호 🎽 -		- FS	H in big -	2 & C		⊣ ake	0.00
17	Cash or Checks physically received & posted to student accounts		ac spe		Money refunded from students' accounts, bad checks	H -	Payments made to adult accounts via the web		Money refunded from adults' accounts, bad checks	rre site	ng -	H _놀 H		0.00
18	Tysi nt a		students', snacks,	nts als	Money refunded fron accounts, bad checks	\vdash_{\sim}	via –	fo	ad ad	- oc od .	teri :hel	Dar Dar	Cal	Η . Ι
19			nac —	our me	nde ad c	physically received & accounts	Ints	ınts —	refu s, b	t de	ca	he	Tysic	receipts including Columns C + H + N.
20	cks stu		stu S, SI	acco	efu , ba	L § -	me our	CO1	ant -	ts f	inal o a	io t	en phy: + K + L	L ibu
21	Cash or Checks & posted to stu		Charges on rsable meals	Its'a eco	nts	e e	Pay acc	ac		dul t is	nter	en t	eer C) +	ncl C+
22	or (ent	ges m	len: k, se	one cou	SS _		ults ems	- 8 ≥ -	& a	n ir nea	take	e be(Its i
23	lsh pos	j ng	Jarg able	Tituc Till	ac X	L sica		adı e ite		nts aym	ror de r		hav hav	lum Tum
24	_ ဇ္ဇ 🗸	o st veb		on s ra r		Sy 03		on arte		der (p.	ne f	tua		on oo
25		le to	es &	es c		s p It a		a ce		stu rte	Income from internal catering & cont to provide meals to another Sponsor	ac.	I I I I I I I I I I I I I I I I I I I	ed ts.
26		nad a th	Sales & Charges on students' accounts for reimbursable meals, snacks, special milk	arge te,				Charges on adults' accounts for nd a la carte items		g t	다 다	unt	0,	put put
27		ts n s via		ch;		_ Š Š [Ch		lles a la		D m	What bank.	om ayr
28		Payments made to student accounts via the web		Sales & charges on students' accounts for a la carte, extra milk, second meals		Cash or Checks physically posted to adult accounts		Sales & Charges on adults' meals and a la carte items		Cash sales to students & adults for non-reimbursable meals/a la carte (payment is not deposited on account)		Total amount actually taken to the bank	> a	I I I I I I I I I I I I I I I I I I I
29				ale:		ash oste		Sales meals		l ask			0.00	∏ rota wek
30		Pa		Si		∏ ä ē		S		ا ک			0.00	
31						·							0.00	0.00
TOTAL	3,823.45	560.00	3,746.65	113.90	0.00	146.40	0.00	101.25	0.00	99.20	120.00	4,188.85	4,189.05	4,749.05

Charges still owed from students & adults

End-of-month Uncollected Charges: \$36.00 Signature of Person Approving Report: Date:

Actual Deposits (-) Computed Deposits: -0.20

(over for Monthly/Annual Financial Report Data)

Daily Income, Sales & Deposit Report

School: Outstanding High School Month & Year: September-11

Monthly/Annual Financial Report Data 3,823.45 (+) Student Accounts: Receipts, Cash & Checks (B) 560.00 (+) Student Accounts: Receipts, Web Payments (C) 0.00 (-) Student Accounts: Refunds (F) 4,383.45 = Financial Report, Line 1611-1614, Student Receipts on Account 146.40 (+) Adult Accounts: Receipts, Cash & Checks (G) 0.00 (+) Adult Accounts: Receipts, Web Payments (H) 0.00 (-) Adult Accounts: Refunds (J) 99.20 (+) Non-Reimbursable Cash Sales (K) 245.60 = Financial Report, Line 1620, Adult Receipts on Account & All Non-Reimbursable Cash Sales 120.00 (+) Misc. Sales (L) 120.00 = Financial Report, Line 1990, Miscellaneous Income (includes internal catering, food service provided to another CNP sponsor, private grants, private donations) 3,746.65 (+) Student Accounts: Reimb. Sales & Charges (D) If zero and filed a claim, contact your consultant 3,746.65 = Reimbursable Sales & Charges (Students ONLY) 113.90 (+) Student Accounts: A la Carte Sales & Charges (E) 101.25 (+) Adult Accounts: Sales & Charges (I) 99.20 (+) Non-Reimbursable Cash Sales (K) 120.00 (+) Misc. Sales (L) If zero and filed a claim, contact your consultant 434.35 = 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.

Daily Income, Sales & Deposit Report

The Daily Income, Sales & Deposit Report is to be kept by the individual who collects the money at each school site. The completed form should be made available to the authorized representative for preparation of the KSDE Monthly/Annual Financial Reports. The amount entered in column M, Deposits, should match the amount on the bank deposit slip. Make a line entry for each day that money is deposited and/or that sales occur. Keep one copy of the completed form for each month in the sponsor's permanent file for five years.

A) Day of Month	Enter dashes () in this field for any date that revenue was not collected and/or deposited.
STUDENT ACCOUNTS:	
	Income posted to students' accounts for payments made with cash and checks
(D) Reinibul Sable Sales & Charges	Milk
(E) A la Carte Sales & Charges	Sales and charges on students' accounts for a la carte items, <u>extra</u> milk, student guest meals, second meals
	Money refunded from students' accounts, bad checks
ADULT ACCOUNTS	
ADULT ACCOUNTS: (G) Receipts. Cash & Checks	Income posted to adults' accounts for payments made with cash and checks
(J) Refunds	
(K) Non-Reimbursable Cash Sales	Cash sales to students and adults for non-reimbursable meals and a la carte items
(IV) INOIT-IVEIIIIDUI SADIE GASII GAIES	(i.e. payment is NOT deposited on account)
-	(i.e. payment is NOT deposited on account)
(L) Misc. Sales	Total income from (1) internal catering for concessions, banquets, special meals, meetings and/or
(=)	(2) contracts to provide food service to another Child Nutrition Program sponsor
	(<u></u>
(M) Actual Bank Deposits	Total amount actually deposited in the bank.
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(N) Computed Bank Deposits	+ (B) Student Accounts: Receipts, Cash & Checks
	+ (G) Adult Accounts: Receipts, Cash & Checks
	+ (K) Non-Reimbursable Cash Sales
	+ (L) Misc. Sales
	- (F) Student Accounts: Refunds
	- (J) Adult Accounts: Refunds
	= (N) Computed Bank Deposits
(O) Computed Total Bassints	L (C) Student Assounts, Descints Web Dayments
(O) Computed Total Receipts	
	+ (H) Adult Accounts: Receipts, Web Payments
	+ (N) Computed Bank Deposits
-	= (O) Computed Total Receipts