

Daily Cash Report

Date _____ 200_____

Address _____

OPERATOR	AMOUNT
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL	

BEGINNING CASH.....\$.....1
SALES
 TOTAL OPERATORS.....\$.....2
\$.....
\$.....
\$.....
 Other.....\$.....
RETAIL SALES\$.....
SALES TAX @ _____%.....\$.....
TOTAL RETAIL SALES\$.....3
TOTAL CASH TO ACCOUNT FOR......\$.....4
 1+2+3=4

CASH PAID OUT

.....\$.....
\$.....
\$.....
\$.....
\$.....
\$.....
 Personal Drawings by.....\$.....
TOTAL PAID OUT.....\$.....
 Total Cash To Account For.....\$.....
 Cash Over or Short.....\$.....
DEPOSITED IN BANK on.....\$.....
 Cash Carried Forward to Following Day.....\$.....
 By.....

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Weekly Cash Report

Date _____ 200_____

Address _____

%
 Sales Tax
 Retail
 2
 Net Taxable
 Weekly Total Sales

DAYS	AMOUNT
SUN.	
MON	
TUES.	
WED.	
THURS.	
FRI.	
SAT.	
Days TOTAL	

BEGINNING CASH.....\$.....1
SALES
 TOTAL DAYS.....\$.....2
\$.....
\$.....
 VISA-M/C.....\$.....
 Other.....\$.....
RETAIL SALES\$.....
SALES TAX @ _____%.....\$.....
TOTAL RETAIL SALES\$.....3
TOTAL CASH TO ACCOUNT FOR......\$.....4
 1+2+3=4

CASH PAID OUT

.....\$.....
\$.....
\$.....
\$.....
\$.....
\$.....
 Personal Drawings by.....\$.....
TOTAL PAID OUT.....\$.....
 Total Cash To Account For.....\$.....
 Cash Over or Short.....\$.....
DEPOSITED IN BANK on.....\$.....
 Cash Carried Forward to Following Day.....\$.....
 By.....

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