

**Mt. San Jacinto Natural History Association
Daily Sales Tally**

Print

Name(s): _____

Date: _____

Cash Count at End of Day		
	Number	\$ Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
25¢		
Other ¢		
Total Ending Cash (Count ALL cash)		
Less: Cash Bank for tomorrow (s/b \$150.00)		
CASH TO DEPOSIT in ziplock plastic bag		

OPTIONAL

Sales Reconciliation		
Total cash at end of day		
Total checks and gift certificates		
Total credit card charges		
Total cash, checks and charges		
Adjustments:		
Beginning cash bank (s/b \$150.00)		
Donations		
Total adjustments		
Subtract "Total adjustments" from "Total cash, checks and charges"		
Register Z1 Report Tape Total (make sure tape says "Z1" at top)		
Over (Under) Amount		

Signature: _____

Signature: _____

Comments: _____

Put this form along with credit card slips, credit card "Total Tape," prior day's "Settlement Tape," cash, checks and "Z1" tape in zip plastic bag and drop in safe.

**Mt. San Jacinto Natural History Association
Daily Sales Tally**

Print

Name(s): _____

Date: _____

Cash Count at End of Day		
	Number	\$ Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
25¢		
Other ¢		
Total Ending Cash (Count ALL cash)		
Less: Cash Bank for tomorrow (s/b \$150.00)		
CASH TO DEPOSIT in ziplock plastic bag		

OPTIONAL

Sales Reconciliation		
Total cash at end of day		
Total checks and gift certificates		
Total credit card charges		
Total cash, checks and charges		
Adjustments:		
Beginning cash bank (s/b \$150.00)		
Donations		
Total adjustments		
Subtract "Total adjustments" from "Total cash, checks and charges"		
Register Z1 Report Tape Total (make sure tape says "Z1" at top)		
Over (Under) Amount		

Signature: _____

Signature: _____

Comments: _____

Put this form along with credit card slips, credit card "Total Tape," prior day's "Settlement Tape," cash, checks and "Z1" tape in zip plastic bag and drop in safe.