

State: \_\_\_\_\_ City/Town: \_\_\_\_\_ School: \_\_\_\_\_ Fair Dates: \_\_\_\_\_

**BookFairs by BookEnds**

QUESTIONS? CALL 781-935-3339

**DAILY SALES & DEPOSIT REPORT**

(To be filled out daily by Chairperson or Treasurer)

**Note on “Starting Cash”.** Each day you should start with the same amount of cash, i.e. \$50 in coins and small bills. Keep a record of the amount of Starting Cash you have each day. Remember to separate out the amount of your starting cash before counting the Day’s revenue.

**Note on Cash Security.** Never leave the cash box unattended. If there is too much cash present, have your chairperson remove some of the cash and put it in the school safe, or in a locking drawer. Remember to put a note in the cash box, indicating where the excess cash has been placed so it can be included in the count below and in the deposit for the day.

**Note on Charge Card Slips.** At the end of the day total your credit card slips and paperclip them with the date written on it. Place these slips in the manila envelope. Charge Card Slips are the equivalent of cash. In addition, they have privacy concerns. A stolen charge card slip could lead to identity theft and credit card fraud. Please treat the charge card slips as securely as if they were cash. Each day when closing the fair, visually see that each charge slip has legible charge card numbers, a phone number and a legible sales total.

<b>DATE</b>	<b>A</b> Starting Cash	<b>B</b> Ending Cash	<b>C</b> Cash Sales (B-A)	<b>D</b> Checks	<b>E</b> Charge Slips	<b>F</b> Total Sales (C+D+E)	<b>G</b> Sales from Computer *	<b>H</b> Bank Deposit (C+D)
<b>Total</b>								

\*Compare your total sales for the day (F) to the day’s sales from the computers (G).  
(F and G do not have to match to the penny, but if these amounts differ by too much, please contact us.)

*Please fill out and fax this form daily to BookFairs by Book Ends.*