

Carvers Creek State Park

Park Office Daily Sales Report

Carvers Creek State Park Daily Sales Report for Retail & Special Activity Permits

Directions: Fill out all information requested below and on the back of this page following the directions as you go.

Date: 2-29-16 **Impressed Cash:** \$ 50.⁰⁰ (Count and put to the side).

Step 1: Count Total Amount of Revenue in Cash Drawer

Cash..... \$ 26.⁰⁰

Checks.....+ \$ _____

Total.....= \$ 26.⁰⁰

Step 2: Today's Retail Sales:

Starting Receipt # 1622892 **Ending Receipt#** 1622893 (only those filled out).

Bandanas \$3.00 each x 1 = \$ 3.⁰⁰
Bandanas \$4.00 each x 2 = \$ 8.⁰⁰

Special Activity Permits:

SAP's \$35.00 each x _____ = \$ _____

Other Retail Items:

Retail Item amount: 3.⁰⁰ x 1 = \$ 3.⁰⁰
Retail Item amount: 6.⁰⁰ x 2 = \$ 12.⁰⁰
Retail Item amount: _____ x _____ = \$ _____
Retail Item amount: _____ x _____ = \$ _____

Item Description: Hiking Medallion
Item Description: 100 Year Magnet
Item Description: _____
Item Description: _____

Today's Sales Total = \$ 26.⁰⁰

Step 3: Add All Previous Day's Total Retail Sales to Date (do not add Today's Total Sales):

____/____/____ Saturday: \$ _____

____/____/____ Sunday: \$ _____

2/29/16 Monday: \$ 26.⁰⁰

____/____/____ Tuesday: \$ _____

____/____/____ Wednesday: \$ _____

____/____/____ Thursday: \$ _____

____/____/____ Friday: \$ _____

____/____/____ Total: \$ _____

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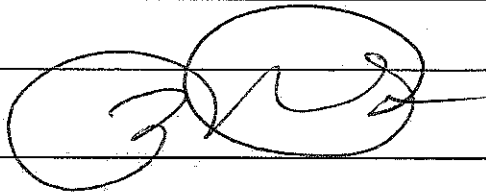
Step 4: Reconcile Cash Drawer Total Amount and Total Retail Sales:

Today's Sales Total From Step 2:..... \$ 26.⁰⁰
Total Previous Daily Sales From Step 3:..... + \$ 0
This amount should be Total Sales to Date..... = \$ 26.⁰⁰
Total Cash Drawer Amount from Step 1:..... \$ 50.⁰⁰
Overage/Shortage:..... +/- \$ _____

If the Total Sales to Date above and the Total Cash Drawer Amount from above are not the same amount you have an Overage or a Shortage. Try to reconcile this and enter your solution in the space provided below. If you cannot reconcile enter notes as to your actions in the space provided below, make a photocopy of this form, and give the photocopy to the park superintendent.

Overage/Shortage Explanations/Notes/Refund Requests:

Employee Signature _____



Date: 2-29-16

General Notes: A separate Daily Sales Report must be completed for any day with a sale no matter how small. Daily Sales Reports do not have to be completed for days with zero sales. All revenue must be reconciled and deposited into the bank by 4:00pm every Friday. A Cash Receipts Journal (CRJ) must be completed with each deposit. Any sales made after the deposit will become part of the next week's revenue. If total revenue were to ever reach \$250.00 or more a bank deposit and CRJ must be completed without delay. Every Friday after the deposit is completed staple all that week's reports together in chronological order and then file in the park's file cabinet.

Refunds: Can only be given if the customer's cash or check and receipt are still in the cash drawer and have not been deposited. Otherwise we cannot give a refund without going through a special procedure that requires park superintendent approval, considerable paperwork and time. If a person still wants a refund after explaining all these facts to them; write their name, phone number, and sales information in space provided above. Make a photocopy of this form and give it to the park superintendent.