

Daily Report (Page 2)

19	Sales and Sales Tax Collected	\$ Amount		
		Breakfast	Lunch	Dinner
20	Food Sales:			
21	Beverage Sales			
22	Gift Shop & Misc. Sales			
23	Sales Tax:			
24	Food			
25	Beverage			
26	Gift Shop & Misc. Sales			
27	Accounts Collected (over)			
28	Other Receipts (Over)			
29	Tips Charged			
30	Total Receipts			
31	<i>Deduct:</i>			
32	Paid Outs (see Detail)			
33	Tips Paid Out			
34	House Charges			
35	Allowance/Comp/Gift Certificates			
36	Total Deductions			
37	Net for Deposit			
38	Bank Deposit			
39	(Over) or Short			

	Meal Period:	Customers Served						Average Check	
		Today	This Month		Last Month		This Month	Last Month	
			To-Date	To Date	To Date	To Date			
40									
41	Lunch								
42	Dinner								
43	Total								

44		Sales Summary					
45	Meal Period	Today		This Month		This Year	
		To-Date	To Date	To Date	To Date		
46							
47							
48							
49							
50							
51							
52							
53							
54							
55							
56							

57	Paidouts		Food		Other		Total	
58								
59								
60	Total Paidouts							

Daily Report (Page 3)

Check Number	Customers' Accounts Charged	Total Amount Charged		Tips Charged	
	Total Accounts Charged				

Other Receipts	Amount	

Customers' Accounts Collected	Amount	

Allowances/Comps/Gift Certificates		
Name	Reason	Amount
	Total	

Accounts Receivable	Amounts	
Balance Yesterday		
Today's Charges		
Total		
Today's Collection		
Allowances		
Balance Today		

Prepared by: _____

Date Prepared _____