

1. Daily Summary of Cash Receipts

Date January 3, 20 —

Cash sales	263.60
Sales tax	4.20
TOTAL RECEIPTS	267.80

Cash on hand

Cash in register (including unspent petty cash)

Coins	23.75	
Bills	143.00	
Checks	134.05	↓
TOTAL CASH IN REGISTER	300.80	
Add: Petty cash slips	17.00	
TOTAL CASH	317.80	

Less: Change and petty cash

Petty cash slips	17.00	
Coins and bills (unspent petty cash)	33.00	↓
TOTAL CHANGE AND PETTY CASH FUND	50.00	
TOTAL CASH RECEIPTS	267.80	