**DAILY TAKINGS REPORT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date:** | | | | | | |
| **Received:** | | | | | | |
| **CANTEEN** | | **BAR** | | **OFFICE** | | |
| Gross Cash  (receipt #............) |  | Gross Cash  (receipt #............) |  | Gross Cash  (receipt #.............) | |  |
| Less float |  | Less float |  | Less float | |  |
| Net Cash | **A** | Net Cash | **B** | Net Cash | | **C** |
| EFT | **F** | EFT | **G** | EFT | | **H** |
| **TOTAL** |  | **TOTAL** |  | **TOTAL** | |  |
| **OTHER** | | | | | | |
| **Details** | | | **Receipt #** | **Cash** | **EFT** | |
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| **TOTAL** | | | **D** | **I** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PAID *(attach completed Cash Payment/Expense Reimbursement Form)*** | | | |
| **Details** | | **Cash** | **EFT** |
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| **TOTAL** | | **E** | **J** |
| **TOTAL BANKED** | | | |
| **CASH = (A+B+C+D) - E** |  | | |
| **EFT = (F+G+H+I) - J** |  | | |
| **Date Banked** |  | | |
|  | | | |
| **Approver 1:** | | | |
| **Name: Position: Date:** | | | |
| **Approver 2:** | | | |
| **Name: Position: Date:** | | | |

**Notes:**

1. All cash transactions must be receipted through either the Cash Payment/Expense Reimbursement Form or Cash Receipt Book and receipt number recorded on this form.
2. Cash payments cannot exceed $100. Payments/reimbursement greater than $100 will need to be made via EFT.