Salem Arts Association Retail and Gallery Report

Cash: Please count it yourself at the beginning&end of shift. Don’t assume the person in front of you got it right! OK to estimate nickels & pennies but include all counts to help bookkeeping!

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| Sales Person:  | ( )  | Initial if you counted the cash @ the start ***and*** end of shift |
| Shift:  | Starting Cash | Ending Cash | # Visitors | Notes,Weather |
| Date: \_\_\_\_\_\_\_ Day of Week: \_\_\_\_\_\_Time: \_\_\_\_\_ to \_\_\_\_\_\_ | Total $: \_\_\_\_\_\_\_$ in Bills: \_\_\_\_$ in 25c \_\_\_\_\_$ in 10c \_\_\_\_\_$ in 5c \_\_\_\_\_$ in 1 c \_\_\_\_\_ | Total $: \_\_\_\_\_\_\_$ in Bills: \_\_\_\_$ in 25c \_\_\_\_\_$ in 10c \_\_\_\_\_$ in 5c \_\_\_\_\_$ in 1 c \_\_\_\_\_ | Local:Touring: |  |

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