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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