

DAILY CASH ROAD REPORT

CITY _____

_____/_____/_____
MONTH/DAY/YEAR

BEGINNING BALANCE \$ _____

CASH OUT:

CODE			SALARIES AND PER DIEMS:			
_____		\$ _____	CODE	NAME	PER DIEM	SALARY
_____	HOTEL	\$ _____	_____	_____	\$ _____	\$ _____
_____	TELEPHONE	_____	_____	_____	_____	_____
_____	AUTO/VAN MAINT.	_____	_____	_____	_____	_____
_____	AUTO/VAN RENTAL	_____	_____	_____	_____	_____
_____	TOLLS	_____	_____	_____	_____	_____
_____	GAS/OIL	_____	_____	_____	_____	_____
_____	MUSIC EQUIP. PURCH.	_____	_____	_____	_____	_____
_____	MUSIC EQUIP. REPAIR	_____	_____	_____	_____	_____
_____	MUSIC SUPPLIES	_____	_____	_____	_____	_____
_____	POSTAGE/FREIGHT	_____	_____	_____	_____	_____
_____	WORK DUES	_____	_____	_____	_____	_____
_____	FOOD	_____	_____	_____	_____	_____
_____	AIRFARE	_____	_____	_____	_____	_____
_____	OTHER TRAVEL	_____	_____	_____	_____	_____
_____	TRNSFRS TO OFFICE	_____	_____	PERFORMANCE	_____	\$ _____
_____	FLOAT OUT	_____	_____	MERCHANDISE	_____	_____
_____	OTHER:	_____	_____	FLOAT IN	_____	_____
_____	_____	_____	_____	TRANSFERS FROM OFFICE	_____	_____
_____	_____	_____	_____	TOTAL CASH IN	_____	_____
_____	_____	_____	_____	BALANCE	_____	_____
_____	_____	_____	_____	LESS CREDIT CARDS TO DEPOSIT	_____	_____
_____	_____	_____	_____	LESS CASH/CHECKS DEPOSITED TO BANK (DATE OF DEPOSIT _____)	_____	_____
_____	_____	_____	_____	ENDING BALANCE	_____	<u>\$ _____</u>