

## Daily/Weekly Income Log

	Date	Library Donations 4020.1	Memorial Gifts 4020.2	Fines 4040.3	Fax Copies 4040.4	Coffee 4040.5	Damage Lost 4040.6		- Paid Outs	Journal Tape Total	- Credit Cards	Net Cash	+ / -	Employee Initials	Employee Initials
Saturday															
Monday															
Tuesday															
Wednesday															
Thursday															
Friday															
WEEK ENDING														Prepared By	
	WEEKLY TOTALS														

\*The Daily portion of the log is for the tracking of overages or shortages and Audit purposes.

\*The week ending portion is for the Treasurer's recording purpose (The form is to be completed by staff and put into the Treasurer's box at the end of each week with the daily and weekly journal tapes attached).

**Memorials:** Donor name \_\_\_\_\_ In memory of \_\_\_\_\_ Donation amount \$ \_\_\_\_\_

Donor name \_\_\_\_\_ In memory of \_\_\_\_\_ Donation amount \$ \_\_\_\_\_

Donor name \_\_\_\_\_ In memory of \_\_\_\_\_ Donation amount \$ \_\_\_\_\_

**Director's/Staff's Notes:**