

✓ = Check  
 C = Cash  
 M = Money Order

All amounts paid must be coded

Receipt numbers issued (if any)

### CASH SUMMARY REPORT

Rec #15  
001  
002  
003

RENTAL PERIOD		RENT CHARGE	C O D E	OTHER CHARGE	C O D E	OTHER CHARGE	C O D E	OTHER CHARGE	C O D E	BALANCE FORWARD	DATE PAID	✓ C M	AMOUNT PAID	C O D E	NEW BALANCE DUE	NAME	UNIT
FROM	TO																
ADVANCE DEPOSIT			S	50.00													
			L	17.00					R	20.00	5.16	✓	50.00		JAMES, A	5	
06.01.85	06.30.85	25.00								5.18	✓	37.00		SMITH, J.	2		
05.20.85	05.31.85	48.00	A	2.00	S	70.00				5.20	✓	300.00	R	<275.00>	MARR, D.	3	
05.31.85	05.24.85	<12.00>	S	<140.00>	P	40.00			R	60.00	5.25	✓	0	<52.00>	JAMES, A.	5	
															PRATT, J.	8	

- Cash Summary Reports are always mounted in duplicate on the pegboard system.
- The report should be closed out on any day in which it becomes over (1/2) one-half filled, every Friday, or there is a move-out, whichever occurs first.
- DO NOT PROCEED TO DO THE BATCH TRANSMITTAL UNTIL THE TOTALS BALANCE AT BOTTOM. Each column must add down to the column total. The grand total line at the bottom must add across from left to right according to the formula. If you discover a mistake on one of the lines above, be sure to correct both the ledger card and the cash reports so they all remain identical. Add all rows and columns twice before mailing.
- The final cash report for the month is held open pending completion of the month-end report on the 15th of every month. Completion means that the month-end report foots, crossfoots, and ties into the target figures. Following completion, the final cash report is stamped "Final Cash Report for Month of \_\_\_\_\_". If the target totals do not agree to the month-end report totals, do not close out the final cash sheet. Call your bookkeeper.

COLUMN TOTALS	61.00	<71.00>	110.00		80.00	487.00	<307.00>
	①	②	③	④	⑤	⑥	⑦