



# Daily Financial Report - SPORT Offices

(SPORT Offices utilize the Small Post Office Reporting Tool application)

| Unit  |  | Finance No. |             | Stamp Accountability         |            |             |             |
|---|--|-------------|-------------|------------------------------|------------|-------------|-------------|
|   |  |             |             | Description                  | AIC        | \$\$ Amount |             |
| I certify this is a true statement and the accountability consigned to me is as shown on this form. |  |             |             | Opening Balance              | 840        |             |             |
|   |  |             |             | Stock Received (+)           | 841        |             |             |
| Signature   |  | Date        |             |                              |            |             |             |
| <b>Receipts</b>   |  |             |             | Total Sales (-)              | 852        |             |             |
| Description   |  | AIC         | \$\$ Amount | Closing Stamp Accountability | 853        |             |             |
| Postal Sales  |  | 090         |             | <b>Disbursements</b>         |            |             |             |
| Domestic Money Orders   |  | Value       | 100         | Description                  |            | AIC         | \$\$ Amount |
|   |  | Fee         | 101         |                              |            |             |             |
| Post Office Postage Meter   |  | 110         |             |                              |            |             |             |
| Box Rents   |  | 115         |             |                              |            |             |             |
| Cash Retained from Previous Report  |  | 353         |             |                              |            |             |             |
| Retail Product Sales  |  | 093         |             |                              |            |             |             |
| Postage Due   |  | 114         |             |                              |            |             |             |
| Lobby Services Revenue  |  | 123         |             |                              |            |             |             |
|   |  |             |             |                              |            |             |             |
|   |  |             |             |                              |            |             |             |
|   |  |             |             |                              |            |             |             |
|   |  |             |             |                              |            |             |             |
|   |  |             |             |                              |            |             |             |
|   |  |             |             | Cash Remitted Final          | 752        |             |             |
|   |  |             |             | Cash Retained Today          | 753        |             |             |
|   |  |             |             | Credit Card Remitted         | 762        |             |             |
|   |  |             |             | Debit Card Remitted          | 772        |             |             |
| <b>Cash Required</b>  |  | <b>400</b>  |             | <b>Cash Accounted For</b>    | <b>400</b> |             |             |