**DAILY MANAGER REPORT**

Completed in Market Sales Spreadsheet

| **Info Booth Data** | |  |
| --- | --- | --- |
| Market Booth Credit Card Sales | |  |
| Market Booth Cash Sales | |  |
| SNAP Tokens Sold (total $) | |  |
| How many SNAP transactions were made today? | |  |
| SNAP Match Vouchers Distributed | |  |
| Cash Donations Received | |  |
| Value of all Fundraiser Tickets Sold | |  |
| **Booth Total Income** | |  |
|  | |  |
| **Shopper Counts** | |  |
| 9:30 AM | |  |
| 10:30 AM | |  |
| 11:30 AM | |  |
| 12:30 PM | |  |
| **Approximate Total # of Shoppers (Sum)** | |  |
|  | |  |
| Daily Weather Summary | |  |
|  | |  |
| **Sum of Cash & Checks From Vendor Fees** | |  |
| **Expected Cash & Check Deposit Total (from sales sheet)** | |  |
| **Actual Cash & Check Deposit Total** | |  |
| Difference: | |  |
| Notes on Deposit Discrepancy (did someone forget to pay, waived fees, etc) | |  |