**YEARBOOK COLLECTIONS ANALYSIS REPORT**

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| EXPECTED COLLECTIONS | | |
| Number of yearbooks received from the printer | Ordered  Free  Total Received | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total yearbooks received X selling price = expected collections  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| ACTUAL COLLECTIONS | | |
| Date | Cash Receipt Number | Amount |
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|  |  |  |
| Subtotal  Total from page 2  GRAND TOTAL | | $ |
| $ |
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| VALUE OF INVENTORY ON HAND  Number of yearbooks on hand X selling price = inventory value  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| ANALYSIS  Expected collections $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Less: actual collections (from page 2) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Less: inventory on hand  Less: yearbooks given away\*  Overage/shortage\* $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*Attach a detail list of recipients of free yearbooks and an explanation therefor. Also, attach detailed documentation or explanation for any overage or shortage. |

**ACTUAL COLLECTIONS**

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| Date | Cash Receipt Number | Amount |
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| **TOTALS (THIS PAGE)** | | **$** |