**YEARBOOK COLLECTIONS ANALYSIS REPORT**

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| EXPECTED COLLECTIONS |
| Number of yearbooks received from the printer | OrderedFreeTotal 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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|  |  |  |
| SubtotalTotal from page 2GRAND TOTAL | $ |
| $ |
| $ |

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| VALUE OF INVENTORY ON HANDNumber of yearbooks on hand X selling price = inventory value\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| ANALYSISExpected collections $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Less: actual collections (from page 2) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Less: inventory on handLess: 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)** | **$** |