

**LOWNDES COUNTY PUBLIC SCHOOLS  
CHILD NUTRITION PROGRAM  
DAILY REPORT**

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Number Present: \_\_\_\_\_

| NUMBER OF MEALS SERVED |                 |         |      |       |                    |         |      |       |               |      |       |                  |      |       |
|------------------------|-----------------|---------|------|-------|--------------------|---------|------|-------|---------------|------|-------|------------------|------|-------|
|                        | STUDENT LUNCHES |         |      |       | STUDENT BREAKFASTS |         |      |       | ADULT LUNCHES |      |       | ADULT BREAKFASTS |      |       |
|                        | Free            | Reduced | Paid | Total | Free               | Reduced | Paid | Total | Free          | Paid | Total | Free             | Paid | Total |
| <b>MIN</b>             |                 |         |      |       |                    |         |      |       |               |      |       |                  |      |       |
| <b>HEAD START</b>      |                 |         |      |       |                    |         |      |       |               |      |       |                  |      |       |
| <b>TOTAL</b>           |                 |         |      |       |                    |         |      |       |               |      |       |                  |      |       |

| CASH INCOME     |              |                 |              |              |              |              |              |            |       |       |
|-----------------|--------------|-----------------|--------------|--------------|--------------|--------------|--------------|------------|-------|-------|
| STUDENT MEALS   |              |                 |              | ADULT MEALS  |              | OTHER INCOME |              | SALE ITEMS |       | TOTAL |
| REDUCED LUNCHES | PAID LUNCHES | REDUCED B'FASTS | PAID B'FASTS | PAID LUNCHES | PAID B'FASTS | PAID MILK    | OTHER INCOME | ICE CREAM  | JUICE |       |
|                 |              |                 |              |              |              |              |              |            |       |       |

**Instructions: Separate all of the money in the register and provide a count by each type in the following columns:**

| Bills                  |          |       | Coins                 |          |       |
|------------------------|----------|-------|-----------------------|----------|-------|
| Denomination           | Quantity | Total | Denomination          | Quantity | Total |
| \$100 bill             |          |       | \$1.00 coin           |          |       |
| \$50 bill              |          |       | 0.50 piece            |          |       |
| \$20 bill              |          |       | 0.25 (quarter)        |          |       |
| \$10 bill              |          |       | 0.10 (dime)           |          |       |
| \$5 bill               |          |       | 0.05 (nickel)         |          |       |
| \$1 bill               |          |       | 0.01 (penny)          |          |       |
| <b>Sub Total Bills</b> |          |       | <b>Subtotal Coins</b> |          |       |

Total Cash: \$ \_\_\_\_\_  
 Less Established Fund Balance - \$5.00

Total Amount Collected: \$ \_\_\_\_\_  
 Cafeteria Manager's Initials: \_\_\_\_\_

Total Over or Short: \$ \_\_\_\_\_  
 Head Cook's Initials: \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Cafeteria Manager's Signature

\_\_\_\_\_  
 Secretary's Signature