



# Daily Financial Report

Unit or Individual Name

Unit Finance Number (10-digit Unit Finance #)

## RECEIPTS

## STAMP ACCOUNTABILITY

Description	AIC	\$ Amount	Description	AIC	\$ Amount
Business Reply Mail/Postage Due Advance Deposits	053		Opening Balance - Stamp Accountability	840	
Express Mail Advance Deposits	055		Stamp Stock Received (+)	841	
Employee Stamp Credit Overage - (SPORT Offices - Amount must = AIC 650)	057		Stock Adjustment Overage (Amount must = AIC 650 or 699) (+)	843	
Customer Permit Account Advance Deposits	070		Stock Increase - Revaluation (+)	844	
Special Provisions Locally Managed Accounts Advance Deposits	074		Stamped Envelope Discount (-)	846	
			Stamp Stock Returned (-)	848	
			Stock Adjustment Shortage (Amount must = AIC 299) (-)	849	
			Stock Decrease - Revaluation (-)	850	
			Total Sales (007-014, 084-089, 090-092, 094-097)	852	
Forever Stamp Sales - Retail Window	007		Closing Balance Stamp Accountability	853	
Forever Stamp Sales - By Internet - Mail - Telephone	011		<b>DISBURSEMENTS</b>		
Forever Stamp Sales - Vending	012		<b>Description</b>	<b>AIC</b>	<b>\$ Amount</b>
Forever Stamp Sales - SPORT Offices	097		Business Reply Mail/Postage Due Advance Deposits Withdrawal	453	
Breast Cancer Research Stamp Sales	084		Employee Stamp Credit Overage Withdrawal	457	
Postage Stock Sales	090		Customer Permit Account Withdrawal	470	
Bird Stamp Sales	091		Special Provisions Locally Managed Customer Accounts Withdrawal	474	
Philatelic Product Sales	092				
Packaging Product Sales	093				
Stamps by Mail - Internet - Telephone	094				
Vending Equipment Postage Sales	096				
Domestic Money Order Sales	Value	100	Refund - Spoiled/Unused Customer Meter Strips	526	
	Fee	101	Refund - Permit, Postage, and Fees	528	
International Money Order Sales	Value	102	Refund of Fees - Retail Services	535	
	Fee	103	Refund - Postage and Fees	553	
Post Office Postage Meter Sales	110		Fee Offset - No Fee Money Order	586	
Postage Due Invoices	114		Vending Machine Shortages - (Amount must = AIC 299)	612	
12 - Month PO Box Rent and Caller Service Fees	115		Refund - Miscellaneous Nonpostal Revenue	624	
6 - Month PO Box Rent and Caller Service Fees	158		Financial Differences Shortage	647	
Lobby Services Revenue	123		Stock Examination Overage - (SPORT Offices - Amount must = AIC 843)	650	
Miscellaneous Nonpostal Revenue	126		Refund - Express Mail	676	
Vending Machine Overage - (Amount must = AIC 699)	175		Stamp Stock Overage Offset - (Amount must = AIC 843)	699	
Freedom of Information Fees	198		Employee Stamp Credit Shortage	767	
Official Licensed Retail Products	231				
Financial Differences Overage	247		Cash Remitted Advance	751	
Disbursement Sent to ASC	280		Cash Remitted Final	752	
Stamp Stock Shortage Offset - (Amount must = AIC 849)	299		Credit Cards Remitted	762	
Stamp Credit Shortage Cleared	367		Debit Cards Remitted	772	
<b>Cash Retained on Hand From Previous Report</b>	<b>353</b>		<b>Cash Retained Today</b>	<b>753</b>	
Cash Required	400		Cash Accounted For	800	

I certify that this is a true statement and the accountability consigned to me is as shown on this form:

Signature \_\_\_\_\_ Date \_\_\_\_\_