SCHOOL STORE
BOOKKEEPING RECORD

REFERENCE GUIDE
Cashier's tasks

The cashier must:
- record student deposits each week;
- pay salaries at the end of the week;
- calculate the interest earned by students;
- correctly calculate student account balances;
- fill out student ledgers and the bookkeeping record.

Write down all transactions made each day. Carry the balance forward from the day before and staple the sheets together.

Date: _____

Student	Deposit	Withdrawal	Balance