

YEARBOOK PROFIT ANALYSIS REPORT

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

ACTUAL COLLECTIONS		
Date	Cash Receipt Number	Amount
		Subtotal
		\$ _____
		Total from page 2
		\$ _____
		GRAND TOTAL
		\$ _____

VALUE OF INVENTORY ON HAND
Number of yearbooks on hand X selling price = inventory value
_____ X \$ _____ = \$ _____

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

