

The On Site One
Staff Tracking Consumer Funds (Example of how to fill out)

Client Name: Sheila – (Q.A)

Year: July 10, 2020

Date	Staffs Initial	Description of Purchase & Receipt #	+ funds	Amt. Spent	Balance
7-10	SC	Example: \$100 deposit	\$100.00	-----	\$100.00
7-10	SC	Example: Sheila ate at McDonalds Rec # 1	-----	\$7.68	\$92.32
7-10	SC	Example: Staff & SQA bought food at Aldi's Rec # 2	-----	\$82.30	\$10.02
7-13	SC	Example: I gave SQA \$10.00 for her Lunch	-----	\$10.00	.02 Cents
		I gave was given \$10.00	-----	-----	.02 Cents
7-15	SC	Example: \$100 deposit	\$100.00	-----	\$100.02
7-15	K.V	Example: Sheila ate at McDonalds Rec # 3	-----	\$9.89	\$90.13
7-15	K.V	Example: Staff & SQA went to Aldi's for food Rec # 4	-----	\$63.05	\$27.08
	SC	Example: Shift count Before outing I found .25 cents added in	.25 Cents	-----	\$27.33

Staff initialing for money – PRINT your name

Sally C (SC) _____
