



MANAGER'S REPORT

Due to Corporate Office on the first Wednesday of every month.

Administration

Month Ending: _____
Month Year

Branch: _____

1. **Accounts Receivable Invoices Attached**

Number: _____ to Number: _____ OR _____ No Invoices Used

2. **Employee Attendance Cards Attached**

3. **Gift Shop Inventory: \$_____**

4. **Cafe Inventory: \$_____ (if applicable) \$_____**
Food Liquor

5. **Grants In Progress**

Name of Project	Project #	Report Date	Report Attached Y/N

6. **Grant Applications - copy attached**

Name of Project

Facilities Report

1. **Truck Odometer Reading:** _____

2 **Fixed Assets Changes**

(A) Purchase of New Item (over \$1,000)

Name: _____

Model Number: _____

Serial Number: _____

Date purchased/where: _____

Purchase Price: _____

Attach copy of invoice

(B) Old Items - broken/stolen/replaced/transferred

Name: _____

WDM Fixed Asset/ _____

Number from Printout:

Reason - i.e. broken/transfer: _____

Attach additional sheets if necessary.

**NOTE: Do not leave any blanks empty - use N/A instead please so that we know it was not missed.
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Manager's Signature