

North Shore Business Forum, Inc.

Date: _____

Cash Reconciliation Sheet

Cashier: _____

DO NOT CHARGE THE SPEAKER OR INCLUDE THE SPEAKER IN THE NUMBER OF PAYING OR FREE ATTENDEES

BEGINNING CASH BANK: Please count all money in envelope prior to collecting fees.

ATTENDANCE

1. Number of Paying Attendees:

2. Number of Free Attendees: (ex. Local news)

3. Names of Free Attendees: _____

4. Speaker: _____

NO CHARGE

5. Total Number in Attendance: (Add Lines 1 and 2)

MONEY COLLECTED

6. Number of Attendees Paying by check: _____ x \$10.00

7. Number of Attendees Paying with Cash: _____ x \$10.00

8. Total Money Collected: (Add Lines 6 and 7)

MONEY PAID OUT

9. Cash paid to Acapulco's (\$10.00 x Number of attendees eating breakfast)

10. Excess Cash taken by Treasurer or President:

11. Total Money Paid Out: (Add Lines 9 and 10)

12. Increase (Decrease) in Cash: (Line 8 less Line 11)

13. Beginning Cash Bank: (Please re-enter total from top of page.)

14. Cash added to bank from Treasurer

15. Ending Cash Balance Should Be: (Add Lines 12, 13 and 14)

16. Actual Ending Cash Balance: (Please count ending cash balance in envelope)

17. Variance (Subtract Line 16 from Line 15 – total should be zero)

NOTE: If there is a variance on Line 17, then there is an arithmetic error. Please recheck and correct all calculations.