

## Event Cash Reconciliation

Event \_\_\_\_\_ Date \_\_\_\_\_

Workstation \_\_\_\_\_ Workstation Personnel \_\_\_\_\_

Beg. Cash box Amount \_\_\_\_\_ Received by Initials \_\_\_\_\_

<b>Cash Tally Sheet</b>	
Checks _____	
\$100.00 _____	
\$50.00 _____	
\$20.00 _____	
\$10.00 _____	
\$ 5.00 _____	
\$ 1.00 _____	
\$ .50 _____	
\$ .25 _____	
\$ .10 _____	
\$ .05 _____	
\$ .01 _____	
Other _____	
Other _____	
Total _____	
Less beginning Cash Box _____	
Total Event Proceeds _____	
Signature _____	
Signature _____	

<b>Proceeds Reconciliation</b>	
Total Cash Register Tape _____	
Total Event Proceeds _____	
Variance _____	
Reason for Variance _____	
Adm Signature _____	
Date _____	

**Instructions:**

1. Event cash reconciliation form must be completed for each workstation.
2. Count the event proceeds
3. Subtract the beginning cash box amount to obtain the total event proceeds
4. Record the cash register total in the proceeds reconciliation section
5. Record the total event proceeds in the proceeds reconciliation section and calculate the variance
6. Those counting the cash must sign the Cash Tally Sheet section

7. An administrator must review and sign the form
8. Attach the cash register tape to the form