

**Remote Receipt Registration
Worksheet Reconciliation**

Work Station: _____ Date: _____

Receipt From: _____ To: _____

Total Register			_____
Cash on Hand			
<u>Dem.</u>	<u>#</u>	<u>Amount</u>	
\$1	—	_____	
\$2	—	_____	
\$5	—	_____	
\$10	—	_____	
\$20	—	_____	
\$50	—	_____	
\$100	—	_____	
Coins	—	_____	
Subtotal		_____	
Checks		_____	
Credit Cards (see note)		_____	
Total Cash on Hand		_____	
Less Cash Change		_____	
Total Registration Proceeds		_____	
Cash Over/Short		_____	

Signature _____
Reviewed By

Comments: _____

Note: Credit card transaction should not be included with normal receipts.
All credit card transaction should be processed together with
their own special sequence of numbers.

Reconciliation checklist

1. Match checks to receipts
2. Look for missing receipt numbers in register listing
3. Check all voids
4. Ensure all voids have been processed
5. Check receipts/register listing to ensure the correct fee

amounts have been recorded

6. Verify deposit