

Date: _____

North Shore Business Forum, Inc.
Cash Reconciliation

Greeter: _____

ATTENDANCE

Number of attendees paying		<input type="text"/>	1
Number of FREE attendees (i.e. speakers)	+	<input type="text"/>	2
—			
Total number in attendance (1 + 2)	=	<input type="text"/>	3

MONEY COLLECTED

# of Attendees Paying by Check X \$ 9.00	+	<input type="text"/>	4
# of Attendees Paying with Cash X \$ 9.00	+	<input type="text"/>	5
# Membership Books Sold X \$ 4.00	+	<input type="text"/>	6
Total Money Collected (4 + 5+ 6)	=	<input type="text"/>	7

MONEY PAID OUT

Cash paid to Danversport Yacht Club (\$8.75 X line 3) Note: Minimum to DYC is \$218.75		<input type="text"/>	8
Other Payments to _____	+	<input type="text"/>	9
Total Money Paid Out (8 + 9)	=	<input type="text"/>	10
Projected Ending Cash (7 – 10)		<input type="text"/>	11

VARIANCE

Beginning Cash Bank (line 15 from prior week)	+	<input type="text"/>	12
New Cash Bank Amount (11 + 12)	=	<input type="text"/>	13
Transfers to David Bateman (only if line 13 is over \$200)	-	<input type="text"/>	14
Starting Cash Bank for next Week (13 – 14)	=	<input type="text"/>	15