

Date: _____

North Shore Business Forum, Inc.
Cash Reconciliation

Cashier: _____

Line
Number

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

Number of paying attendees

1

Number of FREE attendees: Margo Carey, Kate Ritter, Speaker and Press

2

Names of FREE attendees: _____

Total number in attendance (Add Line 1 and 2)

3

MONEY COLLECTED

of Attendees Paying by Check

x

Price

\$10

=

4

of Attendees Paying with Cash

x

\$10

=

5

Membership Books Sold

x

\$4

=

6

Total Money Collected (Add Lines 4,5, & 6)

7

MONEY PAID OUT

Cash paid to Danversport Yacht Club (\$9.25 X line 3)

x

\$9.25

=

8

Note: Minimum to DYC is \$231.25

Other Payments to _____

9

Cash Given to David Bateman

10

Total Money Paid Out (Add Lines 8, 9 and 10)

11

Increase (Decrease) in Cash (Line 7 Less Line 11)

12

Beginning Cash Bank (Please count the beginning cash balance in bank)

13

Ending Cash Bank Should Be (Add Line 12 and 13)

14

Actual Ending Cash Balance Is (Please count ending cash balance in bank)

15

Variance (Deduct Line 15 from Line 14 Should Be Zero)

16

Note: If there is a variance on line 16, then you have made an arithmetic error.

In that case, please recheck and correct all calculations.