

Reconciliation Worksheet

Reconciliation of Auction compares 3 things
 Tip: use pencil

(1) Cash box

this includes
 Cash checks charge cards
 unpaid invoices
 subtract starting cash

(2) Receipt totals

Includes all invoices paid and unpaid

(3) Clerk totals

add % for BP
 add sales tax collected using receipts

(1) cash box:

| | | |
|------------------------|--|--|
| Cash | | |
| checks | | |
| charge cards | | |
| unpaid invoices | | |
| subtotal | | |
| subtract starting cash | | |
| total | | |

(2) Receipt totals

| | | |
|-------------------------|--|--|
| paid taxable | | |
| paid nontaxable | | |
| total paid | | |
| total unpaid taxable | | |
| total unpaid nontaxable | | |
| total unpaid | | |
| Total Receipts | | |

(3) Clerk totals

| | | |
|--------------------|--|--|
| Clerk total | | |
| calculate BP | | |
| paid taxable | | |
| Total Clerk | | |

CashBox Start

CashBox End

Coins

Coins

.01 _____
 .05 _____
 .10 _____
 .25 _____
 .50 _____
 1.00 _____

.01 _____
 .05 _____
 .10 _____
 .25 _____
 .50 _____
 1.00 _____

Bills

Bills

(currency)

(currency)

1.00 _____
 5.00 _____
 10.00 _____
 20.00 _____
 50.00 _____
 100.00 _____

1.00 _____
 5.00 _____
 10.00 _____
 20.00 _____
 50.00 _____
 100.00 _____

Total Start _____

Total End _____