

MOUNTAIN VIEW SCHOOL DISTRICT

ASB Receipts to Cash Reconciliation Sheet

Report on Three-Part Receipts (White to payer, yellow with deposit records, pink in receipt book)

Enter in **blue** sections only

Receipt Book Information		Cash Count	
	#		\$
Receipt Book Information			
Receipt Book ID:			
A # of first receipt:			
B # of last receipt:			
Total \$ Amount of Receipts: \$			
Receipt Book Information			
Receipt Book ID:			
A # of first receipt:			
B # of last receipt:			
Total \$ Amount of Receipts: \$			
Receipt Book Information			
Receipt Book ID:			
A # of first receipt:			
B # of last receipt:			
Total \$ Amount of Receipts: \$			
Total of all Receipts: \$			
			-
Cash Count			
Bills			
100.00	x		=
50.00	x		=
20.00	x		=
10.00	x		=
5.00	x		=
1.00	x		=
Coins			
1.00	x		=
0.50	x		=
0.25	x		=
0.10	x		=
0.05	x		=
0.01	x		=
Subtotals: A			
		\$	-
Total checks received: B			
Total deposit (A + B):			
		\$	-

Total of all Receipts must equal total deposited

If total of all receipts does not match the amount to deposit, please explain:

Counted by: _____
 Verified by: _____

Date: _____
 Date: _____

Signatures

Notes:

Bring in Completed Form, Receipt Book(s), and Cash. Receipts and Cash should match.
Leave one copy with Accountant in Fiscal, Keep one copy for your records