

Intermountain Natural History Association
Deposit Worksheet
 Duchesne Ranger District

Date _____

Amount kept in Register \$ _____

Deposit Summary

1. Checks & Money Orders	\$
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CURRENCY

2. Hundreds	\$
3. Fifties	\$
4. Twenties	\$
5. Tens	\$
6. Fives	\$
7. Twos	\$
8. Ones	\$

COIN

9. Dollars	\$
10. Fifty Cents	\$
11. Quarters	\$
12. Dimes	\$
13. Nickels	\$
14. Pennies	\$
15. Total Cash (Currency+Coin)	\$
16. Total Bank Deposit (Cash+Checks)	\$
17. Total Sales (Cash+Checks+Credit Card Sales)	\$
18. Z-Tape TOTAL	\$
Over/Short (Line 17 minus line 18)	\$

Z-Tape Reconciliation

Total Sales per Z-tape	\$
Sum of VOID Receipts	\$
Adjusted Z-tape Total	\$

Sales by Department

1. Books	\$
2. Posters/Calendars	\$
4. Postcards, etc.	\$
6. Maps	\$
7. Souvenirs	\$
9. Stamps	\$
10. Video/Audio	\$
12. Membership	\$
Sub-total Sales (Match adjusted Z-tape)	\$
plus	
Donation Box	\$
equals DEPOSIT TOTAL	\$

Prepared by: _____