



Intermountain Natural History Association

Deposit Worksheet

Manila

Amount in Register \$ _____

Date _____

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 (Line 1 + Line 15)	\$

CREDIT CARD BATCHES

Date	Batch #	Amount

17. Total Credit Cards	\$
18. Total Sales (Line 16 + Line 17)	\$
19. Z-Tape TOTAL	\$
Over/Short (Line 18 minus line 19)	\$

Z-Tape Reconciliation

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

Sales by Department

1. Books	\$
2. Posters/Calendars	\$
3. Postcards, etc.	\$
4. Maps	\$
5. Souvenirs	\$
6. Video/Audio	\$
7. Stamps	\$
8. Membership	\$
TOTAL SALES (Add Department sales)	\$

plus

Donation Box	\$
equals DEPOSIT TOTAL	\$

Notes - Comments

Prepared by: _____