

**Kansas State University
Reconciliation of Change Fund
and Receipts**

Unit _____ Change Fund No _____ Date _____

Cash and Cash Items On Hand At Close Of Business Day

		<u>Detail</u>	<u>Totals</u>
Currency:			
	1's.....	\$ _____	
	5's.....	_____	
	10's.....	_____	
	20's.....	_____	
	50's.....	_____	
	100's.....	_____	\$ _____
<hr/>			
Coins:			
	\$1.00.....	\$ _____	
	\$.50.....	_____	
	\$.25.....	_____	
	\$.10.....	_____	
	\$.05.....	_____	
	\$.01.....	_____	\$ _____
<hr/>			
	Checks, Credit Cards and Other Cash Items in total by category:	\$ _____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	\$ _____
	_____	_____	\$ _____
<hr/>			
	Total on hand (Enter on line D below).....		\$ _____

Reconciliation of Change Fund and Receipts

Receipts by category:	\$ _____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
A. Total Receipts:		\$ _____
B. Change Fund Balance at Beginning of the Day		\$ _____
C. Total to be Accounted For (A plus B)		\$ _____
D. Cash and Cash Items on Hand at End of the Day (Total on Hand from above)		\$ _____
E. Long or Short Today (D minus C)		\$ _____
F. Long or Short To Date (B plus E minus authorized change fund amount)		\$ _____
G. Change Fund Balance at the End of the Day (B plus E)		\$ _____

Date _____

Cashier Signature _____