

Balancing Guidelines



The following must be correct when checking someone else balancing.

Cash

CASH matches the Cashier Count Maintenance

CASH matches the Cashier Balance sheet and deposit slip

EFTPOS

EFTPOS settlement total matches the Cashier Count Maintenance

EFTPOS settlement total matches the Cashier Balance sheet

Cheque/Money Orders

Cheque total matches the Cashier Count Maintenance

Cheque total matches the Cashier Balance sheet and deposit slip

Verify the following:

- **total number of cheques** matches the cheque listing report
- **individual cheque amounts** match the cheque listing report
- **Cheques have been signed** (should be done at initial processing)
- **Cheques' dates are not a future date** (should be done at initial processing)