

REPORT OF CASH DIFFERENCE

(Prepare and report immediately - retain copy for department files. Original to Auditor's Office with deposit)

Cash shortage of \$ _____ or

Cash overage of \$ _____ incurred in the _____ office.

Date and time discovered _____

Date and time of last correct cash count _____

Location and description of place money is kept _____

Name(s) of person(s) who have access to the cash _____

Comments regarding how difference occurred _____

Suggestions to prevent re-occurrence _____

Signature of Employee Submitting Report

Signature of Department Head or Assistant

FOR COUNTY AUDITOR USE ONLY

Difference reflected on
Authorization # _____

Date _____

Code: _____
Dept Revenue Fund

Shortage covered by
Resolution # _____ Date _____

Claim # _____ Warrant # _____

Deposited:
Authorization # _____ Date _____