

REVENUE REPORT/DEPOSIT SLIP RECONCILIATION

COURT LOCATION _____
WEEK ENDING _____

Daily Deposits:

	DATE	JOURNAL #	Credit Card AMOUNT	Deposit Slip AMOUNT	Satellite Slip AMOUNT
Saturday	_____	_____	_____	_____	_____
Sunday	_____	_____	_____	_____	_____
Monday	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____

Total Deposits _____ + _____ = _____

TOTAL DEPOSITS: _____

REVENUE REPORT TOTAL: _____

DIFFERENCE: * _____

Differences: Complete the appropriate fields below and explain each reason for the difference showing individual amounts.

Deposit Errors/Other issues *(Explanation should contain journals, case numbers, & other sites effected as necessary)*

Explanation:	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Transfer Items: Transfers Requested *(Explanation should contain journals, case numbers, & other sites effected as necessary)*

Transfer Type	Date Requested	Explanation:	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If the transfer effected another court site, was the transfer reflected on the weekly revenue reconciliation form for the other site? Yes N/A

_____	_____	_____
_____	_____	_____
_____	_____	_____

If the transfer effected another court site, was the transfer reflected on the weekly revenue reconciliation form for the other site? Yes N/A

Returned Items: Checks Returned Unpaid or Credit Card Disputes

Case Number	Name	Type (CC or NSF)	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Juvenile Only

Change in Trust owes Revenue (Obtained from the Bank Recap for the week)

Beginning _____ Ending _____

Difference * _____

*These should be equal

RETURN THIS NOTICE WITH WEEKLY REVENUE REPORT