

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Fare Reconciliation
<b>Section</b>	Financial
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**Purpose**

Create a process to ensure that all fares are reconciled against the Agency's log of tickets sold.

**Procedure**

Develop written instructions for Dispatchers to compare funds received for fares to tickets sold. Drivers shall return their fareboxes and daily manifests to the Dispatcher at the end of each shift. The Dispatcher shall count the fares and ensure that they correspond with each Driver's manifest.

The Dispatcher will prepare a daily fare deposit form indicating the fare amount collected and the date of collection. The Dispatcher and the Transit Director shall sign the form. The Transit Director shall deposit the fares into the Agency's bank account on a weekly basis and obtain a copy of the deposit slip. The fare deposit form shall be attached to the deposit slip and filed at the Agency's office.

If the Dispatcher is not available to reconcile the fareboxes, the Transit Director shall perform this duty.

**Responsibilities**

It is the responsibility of the Dispatcher and Transit Director to reconcile the fareboxes and manifests daily.