Steps for Registration and *Boys’ Life* Reconciliation

1. Receipt money from the submittal of youth and adult applications and/or charter renewals into SellWise as a unit account deposit. The funds may be received into a general account or specific registration account for the designated unit.
2. Staple a routing sheet on top of the batch of applications and/or recharter information to be processed. Include a copy of the deposit receipt.
3. Review the batch and secure any missing documentation before posting.
4. Process the batch and post the registrants and unit. If there is missing documentation, the batch may be split and posted in part. Use a new routing sheet for any portion that has not been posted.
5. Upon posting the batch, withdraw the needed funds from the SellWise unit account as a credit (sale) to registration and/or *Boys’ Life* custodial accounts. Staple the receipt to the top of the routing sheet for any paperwork that was processed showing the cost of the transaction.
6. Move paperwork that was processed and paid to a processed bin.
7. Upon receipt of the EFT from the National Office, verify that the withdrawn amount of funds matches the council’s receipts. Move the batch paperwork for placement in the unit’s current file.
8. To reconcile at the end of the month, receipts with paperwork in the processed bin should match the amounts in the general ledger registration and *Boys’ Life* custodial accounts.