

EVENT RECONCILIATION FORM

Event: _____
Event Chair: _____

Event Date: _____

CASH:

Dollars:

_____ x \$50 = _____
_____ x \$20 = _____
_____ x \$10 = _____
_____ x \$ 5 = _____
_____ x \$ 1 = _____
Subtotal =

Coins:

_____ x quarters= _____
_____ x dimes = _____
_____ x nickles = _____
_____ x pennies= _____
Subtotal =

TOTAL CASH = _____

EVENT SUMMARY:

TOTAL CASH = _____
TOTAL CHECKS = _____
TOTAL CREDIT CARD= _____

EVENT TOTAL = _____

* Attach sales/revenue documentation

Prepared by: _____

Date: _____

Received by: _____

Date: _____

Event: _____
Event Chair: _____

Event Date: _____

CHECKS:	Name on check	Amount \$	Check #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
TOTAL CHECKS =			

CREDIT CARDS:

of transactions = _____

TOTAL CREDIT CARD SALES = _____

Transactions entered into merchant terminal? YES NO

Entered By: _____ Date entered: _____

Reconciliation Report Total = _____

* Attach the reconciliation report to this form