

# Fundraiser Event Reporting Form



Event: \_\_\_\_\_

Date: \_\_\_\_\_

*The Unitarian Church In Westport*

### Instructions

1. Two people are needed to count and record the cash and/or checks collected. Both counters need to verify the count and co-sign this form before depositing funds in the safe.
2. Counting procedures:
  - a. Count and record the tally of bills by denomination, combined value of all coins, and the number and combined value of any checks.
  - b. Co-sign at the bottom of this form.
  - c. Place all the coins, cash, checks and this signed form in an envelope (envelopes of various sizes are stored on shelves in the church office); seal the envelope and write the date and event name on the front.
  - d. Place sealed envelope in the "Funds Depository" safe, located in the church office under the counter next to the windows.

An example is printed on the back of this form.

Coins .....		\$	
Ones (\$1)	Number of Bills _____ X	\$1 = \$	_____
Fives (\$5)	Number of Bills _____ X	\$5 = \$	_____
Tens (\$10)	Number of Bills _____ X	\$10 = \$	_____
Twenties (\$20)	Number of Bills _____ X	\$20 = \$	_____
Other (\$50, \$100, etc.) .....		\$	_____
Checks	Number of Checks _____	\$	_____
TOTAL .....		\$	_____

We certify that the above tally represents the entire and correct amount of funds collected on this date.

Name (print): \_\_\_\_\_ Email address: \_\_\_\_\_

Name (print): \_\_\_\_\_ Email address: \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Place all funds and this tally sheet in a sealed envelope and drop the envelope into the funds depository safe located under the counter in the church office.

FUNDRAISER COLLECTION AND REPORTING FORM - EXAMPLE

Coins ..... \$ 0.75

Ones (\$1)	Number of Bills	<u>27</u>	X	\$1 = \$	<u>27.00</u>
Fives (\$5)	Number of Bills	<u>8</u>	X	\$5 = \$	<u>40.00</u>
Tens (\$10)	Number of Bills	<u>7</u>	X	\$10 = \$	<u>70.00</u>
Twenties (\$20)	Number of Bills	<u>6</u>	X	\$20 = \$	<u>120.00</u>

Other (\$50, \$100, etc.) ..... \$ —

Checks                      Number of Checks 3                      \$ 75.00

TOTAL ..... \$ 332.75

We certify that the above tally represents the entire and correct amount of funds collected on this date.

Name (print): JOHN DOE                      Email address: jdoe@internet.com

Name (print): JANE DOE                      Email address: jdoe2@internet.com

Signature John Doe                      Signature Jane Doe