



Fundraiser Event Reporting Form

Event: _____

Date: _____

The Unitarian Church In Westport

Instructions

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. 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.

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.)		\$	_____
Subtotal Cash			\$ _____
Checks	Number of Checks _____		\$ _____
Credit Card receipts (if applicable)		\$	_____
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.

DO NOT PAY ANY EXPENSES OUT OF YOUR PROCEEDS. Submit any receipts or invoices for payment to the church office with the Check request form.