

FRIENDSHIP SQUARE QUILT GUILD CASH RECONCILIATION

Event Name_____

Date and Time_____

Group_____

Workstation_____

Start Up Money_____

Personnel_____

Cash Box Received by_____

Name on Check	Check Number	Amount
Total Checks		
Total Checks + Cash		

Budget Category Breakdown (completed by event coordinator)	Amount
Total (Must equal the tally total)	

TALLY SHEET				
CASH	QTY	Amount		
\$100				
\$ 50				
\$ 20				
\$ 10				
\$ 5				
\$ 1				
Coins				
Total Cash				

Signature and Date	
Signature and Date	
Officer or Chair Signature and Date	

Instructions:

Two people should count the event proceeds (excluding cash start up money, that should be left in the cash box). List all checks received including name, check number and the amount. Write the event in the memo portion of the check. Those counting the cash must sign and date in the signature section. The Event Coordinator will complete the budget category and amount. Submit all documentation and money to the event coordinator within 24 hours.