Unitarian Universalist Church at Washington Crossing

Fundraiser Summary

Name of Fundraiser: _____

Date of Fundraiser: _____

Committee/Ministry sponsoring fundraiser or purpose of fundraiser (what budget line does it go to):

_____

Cash and Checks

Number of	$ 1.00 _____	X 1	=	$_____
	$ 2.00 _____	X 2	=	$_____
	$ 5.00 _____	X 5	=	$_____
	$ 10.00 _____	X 10	=	$_____
	$ 20.00 _____	X 20	=	$_____
	$ 50.00 _____	X 50	=	$_____
	$100.00 _____	X 100	=	$_____
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A. Total Value of Bills: $_____

B. Total Value of Coins: $_____

C. Total Value of Cash (A+B): $_____

Number of checks: _____

Total check value: $_____

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TOTAL of cash and checks: $_____

Names and signatures of TWO persons who counted the cash / checks:

_____ _____

Please Print Please Print

_____ _____

Signature Signature

FOLLOW INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

Procedure for Handling Fundraiser Proceeds

1. The fundraising proceeds should be counted by two people who will both complete and sign this form (see reverse side).

2. **Cash:** Separate bills by denomination. Count the number of bills in each group and enter the number of bills and dollar amount on the form found on the reverse side of this document.

3. **Checks**: Record the number of checks and their total on the form found on the reverse side of this document.

4. Total the cash and checks.

5. Put the cash, checks, and this form in an envelope (or bank bag if provided), seal it, and place in the lockbox in the church office.

Other notes:

Turn in the actual proceeds from the fundraiser. Do not replace cash with a personal check.

Do not take expenses out of the fundraiser's proceeds. If there are expenses to be reimbursed, complete the payment request form at https://www.uucwc.org/payment-request-form/, and submit the accompanying receipts as directed.