

# Event Reconciliation Form

Our Lady of the Assumption Church  
1406 Hearst Drive NE  
Brookhaven, GA 30319

## Event Details

Event Name: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Organizer Name/Ministry \_\_\_\_\_  
Location/Venue: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_  
Event End Time: \_\_\_\_\_

## Detailed Cash Breakdown

\$100 bills:	Count:		Total:	
\$50 bills:	Count:		Total:	
\$20 bills:	Count:		Total:	
\$10 bills:	Count:		Total:	
\$5 bills	Count:		Total:	
\$1 bills	Count:		Total:	
Coins			Total:	
Total Cash Collected				

## Additional Payment Methods

Checks Received	Count:		Total:	
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## Deposit Preparation

Total Cash Ready for Deposit	
Total Checks Ready for Deposit	
Total for Deposit (Cash & Checks)	

Date of Deposit \_\_\_\_\_  
Bag Number \_\_\_\_\_

Please put this form and the money/checks in the bag you have been given.  
Two signatures on both this form and the bag.  
Place the bag in one of the Church's safes immediately following the event. Thank you

## Signatures

Prepared by (Name & Signature) \_\_\_\_\_  
Reviewed by (Name & Signature) \_\_\_\_\_  
Date: \_\_\_\_\_