

Section "I" provides basic information about the show and number in attendance

Section "A" provides an accounting of all cash and checks received prior to the show to cover **licensing and transportation**. Any amount in excess of actual will be included as a general donation to the show and split with other proceeds. *

Section "B" provides an accounting of all cash and checks received for **tickets**. *

* Sections "A", "B", & "C" are split into top and bottom zones. The top is for all cash and check made out to the local sponsor. The bottom section is for checks made out to "CPG Food Project".

Section "C" provides an accounting of all cash and checks received for **donations**. *

Normal procedure: STEP 1: The sponsor adds up funds received to cover licensing and transportation and writes a check to "CPG Food Project" to cover these. Sec. "A". Sometimes the sponsor simply pays this direct. **IF** there has been fundraising to cover these expenses, then a total is determined so any extra can be included with the show donations. Sponsors can deduct venue and promotion costs if donors are aware they are helping with this expense.

STEP 2: In the case of a show where tickets are sold, the cash and checks are added for a total amount received from ticket sales. Sec. "B". Checks made out to CPG are added in the bottom section.

CPG Food Project - Event receipts reconciliation worksheet									
Date: _____ Attendance: _____ (1)		Event: _____		Contact: _____		Address: _____			
CPG Food Project P.O. Box 386 Tiskilwa, IL 61368 815-646-4287 ppkman@comcast.net		I		City: _____		State: _____		Zip: _____	
Preshow Expense Contributions		Ticket sales		Donations		Totals			
Cash change	quantity amount	Cash change	quantity amount	Cash change	quantity amount				
1 s		1 s		1 s					
2 s		2 s		2 s					
5 s		5 s		5 s					
10 s		10 s		10 s					
20 s		20 s		20 s					
50 s		50 s		50 s					
100 s		100 s		100 s					
Total		Total		Total					
Checks written to Organization (2)		Pre-sold / deposited:		Pre-gifts / deposited:					
Total Expense Funds:		Tickets:		Donations:					
Licensing fee: _____ (min \$65/show)				Total Organization deposits ↑					
Transportation fee: _____ (mileage from Tiskilwa, IL)				Total CPG Deposit ↓					
Total fees: _____ → (Check # _____ from Organization to CPG for fees.) →									
Organization Exp: _____ (Venue, promotion, etc.)									
Net Pre-show Funds: _____ → Plus Ticket sales →				→ Plus Donations →					
(Check # _____ from Organization to CPG for cash and Checks made out to them)									
Checks to CPG Food Project		→ Plus Ticket sales →		→ Plus Donations →					
Expense check + Organization's CPG Check (for cash & checks) + Checks to CPG = CPG Deposit →									
Net Pre-show Cont. _____		Total Tickets: _____ (1)		Total Donations: _____					
		Total Funds to Distribute:							
Distribution:		50% Funds to Local Food Organization (CPG Check # _____)							
		25% Funds to WHYHunger (CPG Check # _____)							
		25% Funds to Mennonite Central Com. (CPG Check # _____)							
		Total Distribution:							
Local Food Organization Recipient (deliver check to):		Signatures:							
Name: _____		Local Sponsor Representative							
Address: _____		CPG Food Project Representative							
City: _____ State & Zip: _____									
Notes & Comments:									

Step 3: All donations (cash and checks made out to the sponsor) are added to get a total. Sec. "C". Again, Checks to CPG are added at the bottom.

Step 4: Since CPG does not like to receive or travel with cash, the sponsor is asked to **deposit all cash and checks made out to them in their own bank account**. (Preshow donations, tickets, & show donations.)

Step 5: The sponsor writes a check to "CPG Food Project" for the total cash and checks of the deposit calculated in step 4. If this can be done right after the show it is appreciated.

Step 6: CPG adds all the ticket and donation checks made out to CPG with the check received from step 5 to arrive at the **total funds to distribute for the show**.

(CPG's deposit will be the expense check and the show proceeds check from the sponsor, along with checks made out directly to CPG)

Step 7: CPG writes a check for 50% of the show proceeds to local food program of the sponsor's choice. Either the sponsor delivers this check or they provide mailing information for CPG to send out.

Step 8: CPG prefers that there be a sponsor representative present and helping with the counting of funds. It is also preferred that the checks can be written, signed and exchanged right away. CPG agrees to hold the sponsor's check until the deposit is made. Representatives sign when reconciliation is complete.

Donations to CPG Food Project are tax deductible as a ministry of Willow Springs Mennonite Church
PO Box 386 815-646-4287
Tiskilwa, IL 61368