

CPG Food Project - Event receipts reconciliation worksheet

Date: _____ Attendance: _____ (1)

Event: _____

Contact: _____

Address: _____

City: _____ State, Zip _____

Phone: _____ e-mail: _____

CPG Food Project

P.O. Box 386

815-646-4287

Tiskilwa, IL 61368

ppkman@comcast.net

Preshow Expense Contributions			Ticket sales			Donations			Totals
Cash	quantity	amount	Cash	quantity	amount	Cash	quantity	amount	
change			change			change			
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:			
			Checks:			Checks:			
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:			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: _____									
City: _____ State & Zip _____						CPG Food Project Representative			

Notes & Comments:

(1) Reported to licensing

(2) While CPG prefers that checks be written to CPG, we recognize this does not always happen.