

End of Event Reconciliation

Event: _____

Event Dates: _____

Hosting Group: _____

End of Event Final Count

Seneschal: _____
(Modern Name)

Starting Seed Money: \$ _____

Exchequer: _____
(Modern Name)

Total Donations: \$ _____

Exchequer's Group: _____
(if not of hosting group)

Final # of Deposits: _____

Event Steward: _____
(Modern Name)

Final Deposit Total: \$ _____

PLEASE CLEARLY PRINT ALL INFORMATION EXCEPT WHERE SIGNATURE IS REQUESTED.

End of Event Final Count

Date _____ Time _____

COINS	Qty	Total
\$0.01	_____	= \$ _____
\$0.05	_____	= \$ _____
\$0.10	_____	= \$ _____
\$0.25	_____	= \$ _____
\$0.50	_____	= \$ _____
\$1.00	_____	= \$ _____
Other	_____	= \$ _____
BILLS		
	Qty	Total
\$1	_____	= \$ _____
\$5	_____	= \$ _____
\$10	_____	= \$ _____
\$20	_____	= \$ _____
\$50	_____	= \$ _____
\$100	_____	= _____
Checks <small>(From Check Tally Section)</small>	_____	= \$ _____
Deposited Pulls	_____	= \$ _____
End Count Total		= \$ _____

Event Sign-In Numbers		
<small>(From At-the-Door Sign-In Sheets)</small>		
Adult Day	_____ x \$ _____	= \$ _____
Adult WE	_____ x \$ _____	= \$ _____
Nonmember	_____ x \$ <u>10.00</u>	= \$ _____
Feast	_____ x \$ _____	= \$ _____
Extra (1)	_____ x \$ _____	= \$ _____
Extra (2)	_____ x \$ _____	= \$ _____
Extra (3)	_____ x \$ _____	= \$ _____
<small>If event has charge for youth:</small>		
Youth Day	_____ x \$ _____	= \$ _____
Youth WE	_____ x \$ _____	= \$ _____
Theoretical Total		= \$ _____
<small>D = Day trip</small>		<small>WE = Weekend</small>

Reconciliation

End Count Total ----- \$ _____

(-) Seed Money ----- \$ _____

Total Funds ----- \$ _____

Total Funds ----- \$ _____

(-) Theoretical Tot. -- \$ _____

(-) Donations Tot. \$ - _____

Difference ----- \$ _____

Final Count Personnel		
Person 1: Seneschal <input type="radio"/> Exchequer <input type="radio"/>	Person 2: Member #:	Person 3: Member #:
<small>Person 1 Legal Name</small>	<small>Person 2 Legal Name</small>	<small>Person 3 Legal Name</small>
<small>Person 1 Legal Signature</small>	<small>Person 2 Legal Signature</small>	<small>Person 3 Legal Signature</small>
Taken from Site by:	Legal Name	Legal Signature

*Society Exchequer Handbook: Section 7.V.A.4.e: Counted and verified by 3 paid members, one of which must be Exchequer (or deputy) or Seneschal of branch.

