

Fundraiser Reconciliation Form

Instructions

- Count cash with your campaign assistant or colleague.
- Complete and sign the form.
- **Checks/money orders should be made payable to Combined Fund Drive, not to the charity.**
- Expenses can be reimbursed by attaching original receipts to this form. Expenses **cannot** be deducted directly from the proceeds of the fundraiser.
- Submit completed form, along with cash, money order/cashier's check, checks, receipts, and/or giving forms to your campaign assistant.

| | |
|----------------------------|-------------------|
| Name: | Phone: |
| Department: | Email: |
| Mailstop: | Date: |
| Name of Fundraiser: | Signature: |

Cash Donations

| | |
|------------|----|
| Total Cash | \$ |
|------------|----|

Charity Allocation – Cash/Money Order Only

| Charity Name | Charity Code | Amount |
|------------------|--------------|--------|
| CFD General Fund | 0316854 | |
| | | |
| | | |
| | | |
| | Total | \$ |

For UWCFD Office Use Only

| | |
|----------------------------------------------------|----|
| Total Cash | \$ |
| Total Checks (giving forms attached to each check) | \$ |
| Total Payroll Deduction (via giving forms) | \$ |
| Total Credit Card Donations | \$ |
| Total Fundraiser Income | \$ |

Total Fundraiser Expenses

| | |
|----------------------------------------------------------------------------|----|
| Total Fundraiser Expenses (not to be deducted directly from cash proceeds) | \$ |
| Net Fundraiser Income | \$ |

Date Received: _____ Received by: _____

Event ID: _____ Signature: _____