

**Jaccos Towne Chapter
Cash Turn-in Form**

Chapter and Event Name _____

Instructions

When filing the form electronically, many amounts will automatically be calculated for you. When filing the form manually, enter the numbers and multiply across.

Event Revenue

Type	Number	Fee	Amount	
1 Ordeal Candidates			-	Enter number of Ordeal Candidates, multiply amount
2 Brotherhood Candidates			-	Enter number of Brotherhood Candidates, multiply amount
3 Member Event Fee (enter # and event fee amount)			-	Enter number of registered members, multiply amount
4 Single Meal			-	Enter appropriate number, multiply amount
5 Vigil Breakfast			-	Enter appropriate number, multiply amount
6 Annual Dues		\$10.00	-	Enter number of annual dues paid, multiply amount
7 Office use only			-	
8 Lodge Trading Post				Enter total amount sold
9 Chapter Trading Post				Enter total amount sold
10 Other (list) _____				List item and enter amount
11 Other (list) _____				List item and enter amount
12 Total Received			-	Total Lines 1 through 11

Event Expenses

Type		Amount	
13 Lodge Trading Post Expenses (from below)		-	First, fill in lines 27 to 29 and enter the total here
14 Dues (from below)		-	First, fill in lines 31 to 33 and enter the total here
15 Cash Advance Received for Event			Enter Amount Received (do not double count with expenses)
16 Other (list) <u>Food receipts attached</u>			List item and enter amount (eg. Food, supplies, etc.)
17 Other (list) <u>Citronella receipts attached</u>			List item and enter amount
18 Other (list) _____			List item and enter amount
19 Total		-	Total Lines 13 through 18
20 Event Profit (Loss)		-	Line 12 minus Line 19

Reconciliation of Funds

Item	Amount	
21 Total funds to account for	-	Amount from Line 12
22 Amount Paid at Scout Offices		From Copies of Receipts or Reports
23 Amount Collected at Event	-	Line 21 minus Line 22
24 Amount paid out at event (-)		Must attach receipts
25 Unexplained Variance (+ or -)		Insert plus or minus for a variance (cash short or long)
26 Total Amount (Deposit to Chapter Escrow Account)	-	Total Lines 23-25

Chapter Name _____
Escrow Acct # _____

Totals Due to the Lodge To Be Paid From Your Chapter Account

Line 30 and Line 34

Allocation of Payment to Lodge

Item	Number	Cost	Amount	
27 Ordeal Kits		\$28.00	-	Number from Line 1, above times cost
28 Brotherhood Kits		\$22.00	-	Number from Line 2, above times cost
29 Lodge Trading Post				Enter amount from part 2 of supply order form
30 Total Trading Post Deposit (6OATP)			-	Total of Lines 27 through 29

Item	Number	Cost	Amount	
31 Annual Dues	0	\$10.00	-	Number from Line 6, above times cost
32 Ordeal Dues (1/2 year)	0	\$5.00	-	Number from Line 1, above times cost
33 Other (please explain) _____				
34 Total Lodge Dues Account Deposit (6OAD)			-	Total dues

ALL MONIES MUST BE TURNED IN TO THE COUNCIL WITHIN 5 DAYS OF EVENT

The Total Deposit on Line 26 must agree with the money from the event to deposit. If there is a difference, the amount short or long is taken from the Activity Deposit for Lodge Events and from the Chapter Deposit for Chapter Events. The amount should be shown in the reconciliation on Line 25 Unexplained Variance..

Cash Reconciliation

Please list all checks separately and be sure each check has a current phone #

	Check #	Last Name	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
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15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
Total Checks			\$ -

100			
50			
20			
10			
5			
1			
Change			
Total Cash			\$ -
Total Deposit			\$ -

Enter amount in line 23