

ILJD Event Reconciliation Form

Name of Event: _____

Chairman Name: _____

Income

Checks

Total Checks Received:	

Cash

Total Cash Received:	

Credit Card

Total Credit Card Received:	

PayPal

Total PayPal Received:	

Total Event Income:	
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ILJD Event Reconciliation Form [Cont.]

Expenses

Vendor	Purchased By	Amount
	Total Bills Received:	

Reimbursements

Receipt(s) Received √	Make Checks Payable To:	Amount
	Total Reimbursements To Be Paid:	

Signatures to ensure that all numbers are correct, all receipts are attached and the numbers checked.

Chairman

Grand Secretary or Grand Treasurer