



the  
**Bridle Bash** foundation

Community Event - Donation Reconciliation

Prepared by: \_\_\_\_\_

Event location: \_\_\_\_\_

Date of event: \_\_\_\_\_

Event Coordinator(s): \_\_\_\_\_

Contact #'s: \_\_\_\_\_

Total Amount Raised: \$ \_\_\_\_\_

**LIST OF CHEQUES**

Donator's Name

AMOUNT

**CASH COUNT**

x 5 =

x 10 =

x 20 =

x 50 =

x 100 =

x \$1 Coin =

x \$2 Coin =

CASH SUBTOTAL \$

DEPOSIT

CASH  
SUBTOTAL

CHEQUE  
SUBTOTAL

U.S. CASH  
RATE @ =

CHEQUE SUBTOTAL \$ U.S. CHQS.  
RATE @ =

TOTAL DEPOSIT \$

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Community Event - Expense Report

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Contact #'s: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Coordinator(s): \_\_\_\_\_

Starting Cash Float (if any): \$ \_\_\_\_\_ Supplied by \_\_\_\_\_

(Float only to be taken back in cash - submit report for approval and payout of all other expenses )

Total Amount Raised: \$ \_\_\_\_\_

Please print clearly

Receipt Date	Purchase (Expense Details)	Total Amount	Owed To Last / First	Cheque Mailing Address	FOR OFFICE USE ONLY			
					Amt. Pd.	G/L Acct	BBF Chq#	Date Chq. Sent
	Total Event Expenses	\$ _____						

**Thank you!**

Please attach receipts to expense report for "cheque" reimbursement