

# UChurch Event Funds

Today's Date: \_\_\_\_\_

NOTE: cheques and cash deposited into this envelope are only to be used for payments of registration fees or pertinent event fees. Tax receipts will not be issued for funds collected in this envelope. Please give any donations through the Sunday tithe. Thank you.

## INSTRUCTIONS:

- All blanks in the form on to the right must be filled in for your deposit to be processed.
- You are responsible for tracking the details of this deposit (ie. who registered and paid for the event). The UChurch office will only keep the total of the deposit on file.
- Seal your cheques and cash in this envelope - ensure the cash and cheque totals are accurate.
- Make arrangements with the UChurch office for depositing these funds by emailing [finance@uchurch.ca](mailto:finance@uchurch.ca)
- *Submit funds to the office in a timely manner so cheques can be deposited within a reasonable timeframe.*

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

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

Event Coordinator: \_\_\_\_\_

Email in case of questions: \_\_\_\_\_

Ministry Area: \_\_\_\_\_

Ministry Area Team Leader: \_\_\_\_\_

_____ # of Cheques	Cash Total: \$ _____	Total Deposit
\$ _____ Cheque Total	____ x 50    ____ x 10    ____ x 2 ____ x 20    ____ x 5    ____ x 1 _____ Loose Change	\$ <input type="text"/>