



Parish Bookkeeper

Coordinator/  
Treasurer

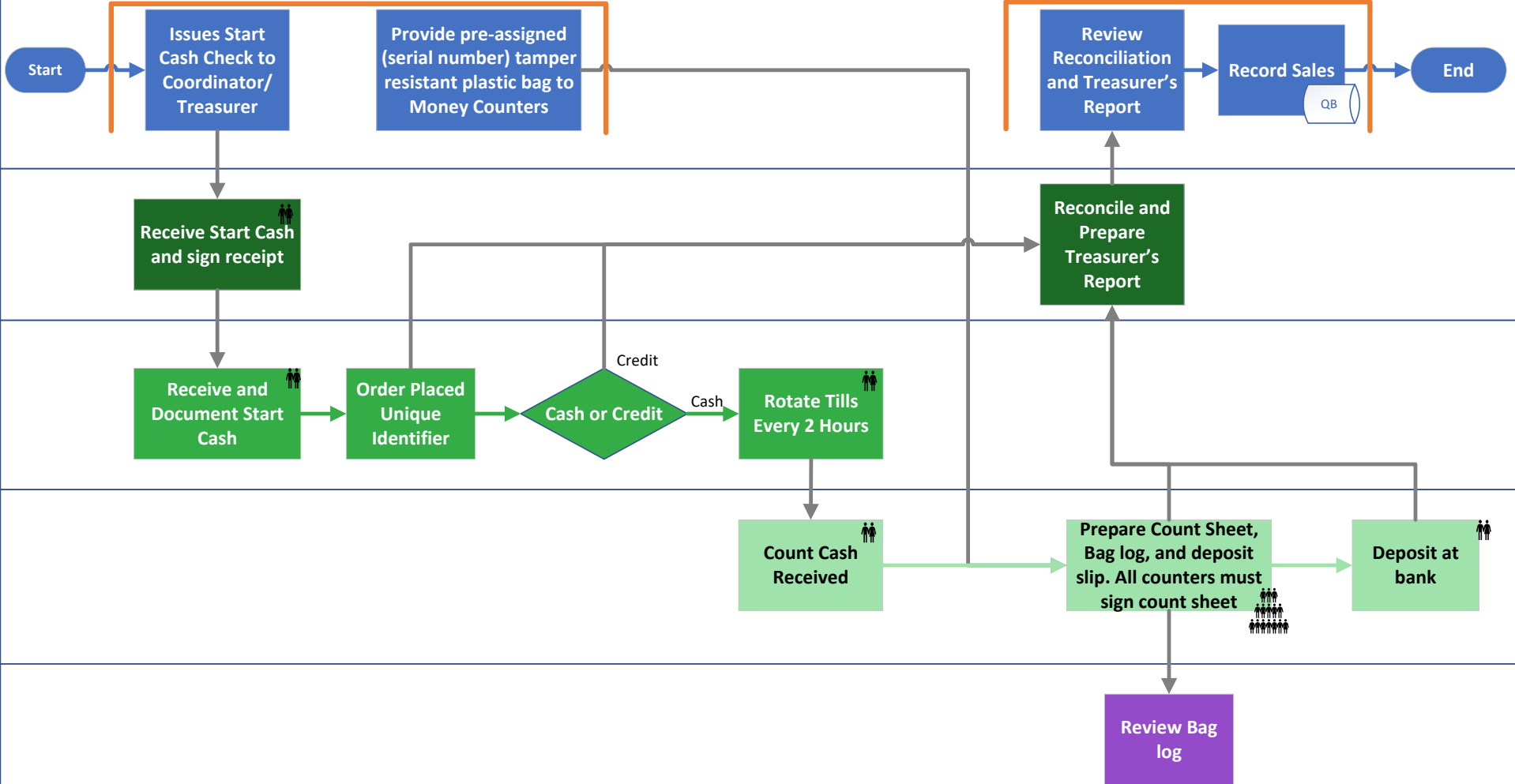
Volunteers

Money Counters  
(Two or More)

Pastor/Designee

Before Event

After Event



Represents Quickbooks application



Two or more independent people required



All counters are required

**WARNING:** For proper segregation of duties, individuals must stay within their lane.

## Reconciliation:

	# of Orders of Item 1 x \$ Item 1 Price
+	# of Orders of Item 2 x \$ item 2 Price
	-----
	Total Sales Orders
	Total Cash in Drawer
-	Start Cash
	-----
	Total Sales (should agree to orders received)

## Example:

	\$1,000 [100 Fish Meals (2 sides) x \$10 each]
+	\$40 [20 Extra Sides x \$ 2 each]
	-----
	\$1,040
	\$1,340
-	\$300
	-----
	\$1,040