



United Way  
of Greater Greensboro

# SPECIAL EVENTS CASH RECONCILIATION REPORT

Report Special Event receipts on this form **ONLY**.  
This form is also PDF fillable to add your totals for you.

COMPANY NAME \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

## SPECIAL EVENTS SUMMARY (this envelope only)

Cash	\$	
Checks	\$	
Total	\$	-

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

### NOTES:

- Submit new report with each Special Event submission. If you have multiple events, you may download more copies at [unitedwaygso.org/campaign-toolkit](http://unitedwaygso.org/campaign-toolkit).
- Do NOT include totals from previous envelopes.
- Do NOT include any pledge payments or pledges on this form.
- Must have a signature to process.