



ADVANCE RECONCILIATION FORM

Reconciliation Date	
Amount Advanced	
Check Number Issued	
Date Check Received	
Reason for Advance	

ADVANCEMENT DETAILS

Expenditure		Amount	
Expenditure		Amount	
Expenditure		Amount	
Expenditure		Amount	
Expenditure		Amount	
Expenditure		Amount	
Expenditure		Amount	
Expenditure		Amount	
Expenditure		Amount	
Expenditure		Amount	
Expenditure		Amount	
SUBTOTAL		Sales Tax Included	
		ADVANCE USED	
FUNDS DUE TO HAMILTON PARK UNITED METHODIST CHURCH			
FUNDS DUE TO ORIGINAL CHECK RECIPIENT			

SIGNATURES

Person Making Report	
Email	
Phone	

FINANCE COMMITTEE USE ONLY

Date Received in Accounting					
Person Receiving Funds					
Person Receiving Receipts					
Recipient Donated Funds Due?	<table border="1"> <tr> <td>YES</td> <td>_____</td> <td>NO</td> <td>_____</td> </tr> </table>	YES	_____	NO	_____
YES	_____	NO	_____		
Amount of Donation	<table border="1"> <tr> <td>Disallowed Expenses</td> <td style="background-color: yellow;">_____</td> </tr> </table>	Disallowed Expenses	_____		
Disallowed Expenses	_____				

NO SALES TAX WILL BE REIMBURSED.

PLEASE SUBMIT A CHECK REQUEST FOR REIMBURSEMENT OF EXPENSES IF ANY FUNDS ARE DUE ORIGINAL CHECK RECIPIENT. IF DONATING FUNDS DUE ORIGINAL CHECK RECIPIENT, THANK YOU FOR THE DONATION. YOUR TIME AND TALENTS ARE GREATLY APPRECIATED.

DO NOT LEAVE CASH IN BOX OUTSIDE CHURCH OFFICE OR ACCOUNTING OFFICE. PLEASE TURN IN CASH/CHECKS TO CHURCH SECRETARY IN THE CHURCH OFFICE.