

York County Honors Choirs

Offering Documentation

Money should be counted by no fewer than 2 ushers, please.
One Honors Choirs staff member must be present but does not count.

Our auditors require this form to be completed in its entirety.

Concert Date _____

Location _____

Address _____ City _____ State _____ Zip _____

Name of person responsible for the concert _____

Email _____

Phone _____

Number of checks made payable to YCHC # _____

Total *amount* of YCHC checks \$ _____

Number of checks made payable to the venue # _____

Total *amount* of checks payable to the venue a) \$ _____

Cash total b) \$ _____

Total *amount* of offering \$ _____

1. Mail the checks already made payable to YCHC; please do not deposit them.

2. Deposit the checks made payable to the venue, plus all of the cash, and send a check for this total amount to:

York County Honors Choirs
Attn: Beth Inkrote, PO Box 827, York, PA 17405

If you have any questions, please contact Executive Director Bill Lytle at honorschoiryc@hotmail.com

Signature of venue money counters _____ & _____

Signature of Choir representative _____

A copy of this form should accompany the payment check from the venue. Also, if possible, please give a copy to the Honors Choir representative on the day of the concert. This is necessary to ensure the accuracy of our accounting systems and to serve as back-up documentation for our annual audit.

Thank you very much for hosting us and for helping with this important matter.