

York County Honors Choirs Offering Documentation ~ 2019

Immediately following the concert, money should be counted by no fewer than 2 ushers, please.

One Honors Choirs staff member must be present but does not count.

**Please complete this form in its entirety.**

Concert Date \_\_\_\_\_

Location \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of person responsible for the concert \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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Total amount of offering

- # \_\_\_\_\_ of **checks** made payable to **YCHC**; and \$ \_\_\_\_\_ Total amount of **YCHC checks**
- # \_\_\_\_\_ of **checks** made payable to the **VENUE**; and \$ \_\_\_\_\_ Total amount of **checks** payable to the **VENUE**
- \$ \_\_\_\_\_ Total amount of ALL **checks**
- **CHECKS** \$ \_\_\_\_\_ + **CASH** \$ \_\_\_\_\_ = \$ \_\_\_\_\_ Total amount of offering

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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. MAIL 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 Beth Inkrote at [binkrote5ychc@hotmail.com](mailto:binkrote5ychc@hotmail.com), Monday – Friday, 9:00 – 3:00

Signature of venue money counters \_\_\_\_\_ & \_\_\_\_\_

Signature of Choir representative \_\_\_\_\_

**A copy of this form should accompany the payment check from the venue.** And, a copy given to the JHC Logistics Coordinator. This is necessary to ensure the accuracy of our accounting systems, & to serve as back-up documentation. Thank you very much for hosting us and for helping with this important matter.