**Pasco - Kennewick Rotary Club**

**Date: House Manager Name**:

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| --- | --- | --- | --- |
| **Guest** | | | |
| **Guest Name** | **Host Name** | **Bill To** | **Amount**  **Paid** |
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| **Visiting Rotarians** | | | |
| **Visitor Name** | **Club Name** | **Amount Paid** | |
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**\*\*\*Club Meals are $12.00**

**Please allow the ROTARIAN that brought the guest to introduce their GUEST.**

**Say, "(Rotarian Name) has a guest." When they are done continue down the list.**

**For visiting ROTARIANS please say, "We have (Visiting Rotarian Name) from**

**(Home Club)." Continue down the list.**

**(Please turn in all money to the Club Treasurer: Tom Hitt)**

**Pasco-Kennewick Rotary Club**

**Meeting Cash Reconcilement**

Date: House Manager: Beginning Balance: Cash Box $ 75.00

Acct # 4015 Add: Meals Purchased $

Acct # 4021 Fines $

Acct # 4021 Drawing (split the pot) $

Acct # 4051 Other Income $

Subtotal $

Subtractions (1/2 pot) $

Subtotal $

$

Less Ending Balance

Deposit $

Signed

|  |  |  |
| --- | --- | --- |
| **Cash Count:** | **Qty** | **Total** |
| **1's** |  |  |
| **5's** |  |  |
| **10's** |  |  |
| **20's** |  |  |
| **other** |  |  |
| **change** |  |  |
| **checks** |  |  |
| **total** |  |  |