

Site: _____ Month: _____ Fiscal Year: 2016-2017

Please circle one: Congregate Home Delivered Meals



Donation Summary

Instructions: Donations must be counted daily by two unrelated individuals. Each individual must sign to verify the count of the donation money. Donations must be kept in a safe locked location until there is opportunity to deposit. There is a \$5.50 fee for seniors under 60 and \$3.00 suggested donation for those 60 and over.

*I certify that the donations and fees received are reflected in the amounts listed.

Total donations collected: \$ _____ Difference in collected and deposited: \$ _____
 Total deposited: \$ _____ Explanation: _____

Date		Total Fees for Aged under 60	Total Donations for Aged 60 or older	Signatures*	Total
Example	9/18	\$ 5.50	\$ 45.00	1. <i>Moonson Eninsche</i> 2. <i>Laura Urteaga-Fuentes</i>	\$ 50.50
Mon		\$	\$	1. _____ 2. _____	\$
Tue		\$	\$	1. _____ 2. _____	\$
Wed		\$	\$	1. _____ 2. _____	\$
Thu		\$	\$	1. _____ 2. _____	\$
Fri		\$	\$	1. _____ 2. _____	\$
Total for the week					

Date		Total Fees for Aged under 60	Total Donations for Aged 60 or older	Signatures*	Total
Mon		\$	\$	1. _____ 2. _____	\$
Tue		\$	\$	1. _____ 2. _____	\$
Wed		\$	\$	1. _____ 2. _____	\$
Thu		\$	\$	1. _____ 2. _____	\$
Fri		\$	\$	1. _____ 2. _____	\$
Total for the week					

Date		Total Fees for Aged under 60	Total Donations for Aged 60 or older	Signatures*	Total
Mon		\$	\$	1. 2.	\$
Tue		\$	\$	1. 2.	\$
Wed		\$	\$	1. 2.	\$
Thu		\$	\$	1. 2.	\$
Fri		\$	\$	1. 2.	\$
Total for the week					

Date		Total Fees for Aged under 60	Total Donations for Aged 60 or older	Signatures*	Total
Mon		\$	\$	1. 2.	\$
Tue		\$	\$	1. 2.	\$
Wed		\$	\$	1. 2.	\$
Thu		\$	\$	1. 2.	\$
Fri		\$	\$	1. 2.	\$
Total for the week					

Date		Total Fees for Aged under 60	Total Donations for Aged 60 or older	Signatures*	Total
Mon		\$	\$	1. 2.	\$
Tue		\$	\$	1. 2.	\$
Wed		\$	\$	1. 2.	\$
Thu		\$	\$	1. 2.	\$
Fri		\$	\$	1. 2.	\$
Total for the week					