Form #6

GARDEN CLUB OF ST. PETERSBURG
CASH ADVANCE RECONCILIATION

_____ _____
Event or Activity Date of event or activity

_____ _____
Print Name of Authorized Person Submitting Contact info-phone and email

Date submitted_____

Amount of Cash Advance $_____Budget acct. #_____

Advance Dated_____ Check#_____

Funds used (attach receipts) $_____

Advance held for future activity $_____

Unused funds being returned $_____

TOTAL ADVANCE ACCOUNTED $_____
must total Amount of the Advance

_____
Signature of authorized person submitting

If expenses exceed advance attach the original Advance form and use Form #2 to request expenses be reimbursed.

Advances must be accounted for within 30 days of the advance.

6 August 2025