



Fundraising/Activity Receipt Report

This form is to be used by clubs, other groups, or individual staff members to recording receipts for any online fundraising. Instructions: This form is to be filled out at either the completion of an activity or, if the fundraiser occurs over a longer period of time, on a regular basis and submitted with the receipts to the bookkeeper.

Never deposit to a personal account

1. If given a cash box for change, count change before sales begins. If there is a discrepancy, notify the bookkeeper.
2. At the close of sales, arrange money in denominations indicated above.
3. Place all bills face up and in the same direction.
4. Count and enter amounts on the activity. Receipt report form.
5. Rolled coins. Do not open rolled coin unless needed.
6. Sign this report as seller or advisor below and return with deposit to bookkeeper.

Club: _____

Event: _____

Advisor: _____

Event date: _____

Check (#): _____ Checks: _____

Total checks: _____

Cash _____
x 100's = _____
x 50's = _____
x 20's = _____
x 10's = _____
x 5's = _____
x 1's = _____

Total cash: \$ _____

Coin _____
x 1's = _____
x .50 = _____
x .25 = _____
x .10 = _____
x .05 = _____
x .01 = _____

Total coin: \$ _____

Total checks/cash/coin: \$ _____

Verified by: _____ (signature) Date: _____

Less till change: _____

Advisor Name: _____ (signature) Date: _____

Deposit total: \$ _____

Bookkeeper/designee: _____ Recvd. Date: _____