

# Receipt of Cash Accounting Form

## 4-H Club or Committee

When a 4-H Club or Committee is conducting a fundraiser or other event where writing individual receipts may not be realistic. Examples might include bake sale, car wash, admission at the tack sale, etc. A minimum of two 4-H volunteers and/or officers, should complete this form and sign off before cash is given to the 4-H Club or Committee Treasurer or other designated person for deposit. This form can also be used to summarize cash from activities where individual receipts are utilized and attached.

**Date:** \_\_\_\_\_

**Cash Received For:** (Be specific in the description)

\_\_\_\_\_  
**Cash Received From:** (Be specific in the description)

\_\_\_\_\_  
**Amount of Cash Received:** \_\_\_\_\_

**Counted By:** (Print Names of a minimum of 2 non-related 4-H volunteers or officers.)

\_\_\_\_\_

| Person Counting Cash Signature   | Date  | Time  |
|--|-------|-------|
| _____  | _____ | _____ |
| Person Counting Cash Signature   | Date  | Time  |
| _____  | _____ | _____ |
| Signature of Person Receiving Cash for Deposit (Club or Committee Treasurer) | Date  | Time  |
| _____  | _____ | _____ |

For on-line form: [clark.osu.edu](http://clark.osu.edu)

