

Cash Summary Form for 4-H Fundraisers

(Prepare a separate cash summary for each date.)

Day and Date _____

Club Name _____

Fund raising activity _____

Cash Summary for Date _____

Description of Receipt or Expenditure	Receipts		Expense		Balance	
			Total			

Cash must be counted by 2 individuals in the presence of each other.

Total cash counted _____

Total Checks _____

Less - Cash on hand at beginning of day - _____

Balance = _____ (Should be equal to Total Collected above)

Amount of difference (if any) _____

Signatures of counters:
