



# Fundraising/Activity Receipt Report

445 SE Buff St. Madras, OR. 97741

**STEP 3**

This form is to be used by clubs or other groups to recording receipts for any event.

**Instructions:** This form is to be filled out by the Bookkeeper at either the completion of an activity or, if the fundraiser occurs over a longer period of time, on a WEEKLY basis and Remitted to the District Office. NEVER DEPOSIT TO A PERSONAL ACCOUNT!

IF THIS FORM DOES NOT ACCOMPANY THE FUNDS TO DEPOSIT, THE FUNDS WILL BE RETURNED TO THE SCHOOL TO COMPLETE THE PROCESS.

**STEP 1:**

**SCHOOL STAFF TAKES FUNDS TO THE BANK AND EXCHANGES ALL BILLS AND COINS.**  
**GET THE LARGEST DENOMINATION OF BILLS AS POSSIBLE.**

**STEP 2:** DESCRIPTION OF FUNDRAISER: \_\_\_\_\_  
\_\_\_\_\_

**STEP 3:** Bookkeeper ENTERS COINS, BILLS AND CHECKS WHERE APPROPRIATE

**COINS**

#	Denomination	Amount
	Pennies	
	Nickels	
	Dimes	
	Quarters	
	Fifty Cent Pieces	
	Dollar Coins	
		ST

**BILLS**

#	Denomination	Amount
	Ones	
	Twos	
	Fives	
	Tens	
	Twentys	
	Fiftys	
	Hundreds	
		ST

**CHECKS**

**TOTAL**

SCHOOL: \_\_\_\_\_

ACCOUNT LINE:                    249 /       /       /       /       /       /

Book Keepers Signature: \_\_\_\_\_ DATE \_\_\_\_\_