

Tehama UCCE, 4-H YDP Fundraiser Report of Funds

7/2017

University of California
Agriculture and Natural Resources

Making a Difference
for California

4-H Unit Name: _____ Date of Event: _____

Appointed Volunteer Contact: _____ Phone: _____

Use of Funds (General, Project, Sub Account, etc): _____

*Complete this form after fundraising. This form is to be turned back into the UCCE Office within **seven (7) business days following the fundraiser**. Place copy in Treasurer's Binder with Form 3.3*

Fundraising Approval and all supporting documentation.

INCOME REPORT	
Cash Collected:	
Checks Collected:	
Other:	
(A) TOTAL INCOME:	

NET INCOME REPORT	
(A) Income - (B) Expenses = (C) Net Income	
(A) TOTAL INCOME:	
(B) TOTAL EXPENSES:	
(C) NET INCOME	

EXPENSE REPORT		
Item/Description	\$ Amount	Receipt Attached?
(B) TOTAL EXPENSES:		

We confirm the accuracy of the information provided above.

Youth Member Signature (Committee Chair or Unit Treasurer) Date

Leader Signature Date

Leader Signature Date

Cash Collection Management Form

Two non-related individuals, minimum, are to fill out this form individually at the start and close of fundraising event. Record the money that the event started with in the cash box, and then finished when event is completed.

CA 4-H YDP Policy, Chapter 9 Financial Management, XI., E. Change Funds "A change fund is established by writing a check for the balance to be kept in the change fund and obtaining the equivalent small denomination currency and coins."

Cash Box Funds are to be acquired by a check request to the Club Treasurer prior to event.

Adult/Youth 1

	Cash Box Start	Cash Box End
100's		
50's		
20's		
10's		
5's		
1's		
TOTAL	(A)\$	(C)\$
	Cash Box Start	Cash Box End
Quarters		
Dimes		
Nickels		
Pennys		
Half Dollar		
TOTAL	(B)\$	(D)\$
Cash Box End Totals-Cash Box Start Totals=Total Cash Collected		
	_____	End (C+D)
-	_____	Start (A+B)
		TOTAL CASH
\$	_____	COLLECTED

Name (Printed)	Date	

Signature		

Adult 2

	Cash Box Start	Cash Box End
100's		
50's		
20's		
10's		
5's		
1's		
TOTAL	(A)\$	(C)\$
	Cash Box Start	Cash Box End
Quarters		
Dimes		
Nickels		
Pennys		
Half Dollar		
TOTAL	(B)\$	(D)\$
Cash Box End Totals-Cash Box Start Totals=Total Cash Collected		
	_____	End (C+D)
-	_____	Start (A+B)
		TOTAL CASH
\$	_____	COLLECTED

Name (Printed)	Date	

Signature		