Rotary Club of Ventura FUNDRAISING/ EVENTS Receipts

**Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rotarian Member Billing (fine slips, pledges, etc.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Member Name | Purpose of Donation | Pledge form used | Amount to Bill |
| 1 |  |  |  | $ |
| 2 |  |  |  | $ |
| 3 |  |  |  | $ |
| 4 |  |  |  | $ |
| 5 |  |  |  | $ |
| 6 |  |  |  | $ |
| 7 |  |  |  | $ |
| 8 |  |  |  | $ |
| 9 |  |  |  | $ |
| 10 |  |  |  | $ |
| 11 |  |  |  | $ |
| 12 |  |  |  | $ |
| 13 |  |  |  | $ |
| 14 |  |  |  | $ |
| 14 |  |  |  | $ |
| 15 |  |  |  | $ |
| 16 |  |  |  | $ |
| 17 |  |  |  | $ |
| 18 |  |  |  | $ |
| 19 |  |  |  | $ |
| 20 |  |  |  | $ |
| 21 |  |  |  | $ |
| 22 |  |  |  | $ |
| 23 |  |  |  | $ |
| 24 |  |  |  | $ |
| 25 |  |  |  | $ |
|  | Treasurer’s Initials \_\_\_\_\_\_\_\_\_  Upon receipt |  | **TOTAL Member Billing** | **$** |

**Checks Received**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Item | Check No. |  |
| 1 |  |  |  | $ |
| 2 |  |  |  | $ |
| 3 |  |  |  | $ |
| 4 |  |  |  | $ |
| 5 |  |  |  | $ |
| 6 |  |  |  | $ |
| 7 |  |  |  | $ |
| 8 |  |  |  | $ |
|  | Treasurer’s Initials \_\_\_\_\_\_\_\_\_  Upon receipt |  | **TOTAL CHECK PAYMENTS** | **$** |

**Cash Received**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of Cash Donor | Purpose of Donation | Person Receiving Cash | Cash Amount |
| 1 |  |  |  | $ |
| 2 |  |  |  | $ |
| 3 |  |  |  | $ |
| 4 |  |  |  | $ |
| 5 |  |  |  | $ |
| 6 |  |  |  | $ |
| 7 |  |  |  | $ |
| 8 |  |  |  | $ |
| 9 |  |  |  | $ |
| 10 |  |  |  | $ |
| 11 |  |  |  | $ |
| 12 |  |  |  | $ |
| 13 |  |  |  | $ |
| 14 |  |  |  | $ |
| 15 |  |  |  | $ |
| 16 |  |  |  | $ |
| 17 |  |  |  | $ |
| 18 |  |  |  | $ |
| 19 |  |  |  | $ |
| 20 |  |  |  | $ |
| 21 |  |  |  | $ |
| 22 |  |  |  | $ |
| 23 |  |  |  | $ |
| 24 |  |  |  | $ |
| 25 |  |  |  | $ |
|  | Treasurer’s Initials \_\_\_\_\_\_\_\_\_  Upon receipt |  | **TOTAL CASH RECEIVED** | **$** |

Please note when you turn the money over to the treasurer or deposit it in the bank.

Notes:

1. Please make a copy or take a picture of this form once completed.
2. Information to give to the Treasurer. Please keep all items secure until they go to the Treasurer.
   1. Fine slips and other pledge forms
   2. Sign-in or attendance sheets
   3. Checks
   4. Cash
   5. **This form**
   6. Silent Auction bid sheets

Name of person responsible to turn items over to the Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer’s notes: Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial each section.