

# Cash receipt record

Unit/District/Region Name: \_\_\_\_\_ Month/Year: \_\_\_\_\_ Page number: \_\_\_\_\_

Date	Description	Amount	Name of person collecting money	Name of person paying money	Signature
Example 1/2/2017	Unit fees term 1, Melissa Jones	\$45	Mary Smith <small>(Unit Leader – don't write "Unit Leader", you only need to write the name)</small>	Karen Jones <small>(Parent – don't write "Parent", you only need to write the name)</small>	<i>Karen Jones</i>
<b>Total Cash Received for this page</b>		<b>\$</b>			

<p>Use this template when you're collecting money (cash or cheque) in person from groups of people – for example at the beginning of an event, or at your weekly meeting.</p>	<ol style="list-style-type: none"> <li>1. The "Total Cash Received" should match the amount of cash/cheques you have in your hand.</li> <li>2. Record the "Total Cash Received" in your cashbooks spreadsheet.</li> <li>3. Bank the matching amount of cash/cheques received.</li> </ol>
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