

Name and Date of Event:	
Person In Charge:	Club Name:
• • • • • •	net to tell Michele about your event's successful completion so that she can sletter. Give her a ring or send an email.
Money Received: (2 people must of	count and sign for all money)
Checks Total	Counted By:
Cash Total	Counted By:
Grand Total	
Deposit funds to which account?	
If funds to be deposited to commit	ttee account, receipt received from 4-H office:
Purpose of Funds (how should the	y be designated in account):
Attach Documentation (receipts, s	how forms, showbill, etc.)
Comments:	

Please provide:

- $\,$ 1 copy for Club
- 1 copy for Leaders Assocation
- 1 copy for Extension Office

(all copies of original can be made at the office when funds and/or paperwork are turned in)