

Green County 4-H Club Income & Expense Receipt Form

Please fill this out for every income or expense received and keep with your club Treasurer records.

Income

Expense

Date of Income: _____

Date of Expense: _____

Income Amount: _____

Expense Amount: _____

Income Reason: _____

Issue Check to: _____

| | <u>Amount</u> | <u>Name(s)</u> |
|--------------|---------------|----------------|
| Cash | \$ | |
| Check#: | \$ | |
| Check#: | \$ | |
| Check#: | \$ | |
| Check#: | \$ | |
| Check#: | \$ | |
| Check#: | \$ | |
| Check#: | \$ | |
| TOTAL | \$ | |

Check no: _____

This Expense is for (please check):

- Dues Fundraising
 Community Service Recreation
 Other: _____

This Income is for (please check):

- Dues Fundraising
 Donations Interest
 Other: _____

Name of person filling out: _____

Signature: _____

Club Treasurer: _____

Signature: _____

Name of person filling out: _____

Signature: _____

Second name: _____

Signature: _____

Note: An invoice or receipt MUST be attached to this expense form as documentation of the expense to be paid.



Extension
UNIVERSITY OF WISCONSIN-MADISON

