Sample: Cash Summary Form for 4-H Sales
(Prepare a separate cash summary for each date.)

Day and Date _____

Club Name_____

Fund Raising Activity _____

Cash summary for date _____

*** Items Sold ***

Cash Received	Candy	T-Shirt	Ice Cream	Hot Dog	Initials of Sales Clerk
_____					
Total Sales					

Cash must be counted by 2 individuals in the presence of each other.

Total cash counted _____

Less – Cash on hand at beginning of day - _____

Balance = _____ (Should be equal to Total Sales above)

Amount of difference (if any)_____

Signatures of counters:

_____ _____

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