



<b>For Treasurer's Use ONLY</b>	
Date form received:	_____
Amounts stated matches amounts submitted:	_____ <i>initial &amp; date</i>
Date deposited:	_____

**-Fundraising Monies Submission Form-**

- Today's Date: \_\_\_\_\_
- Laning SCA Committee Name: \_\_\_\_\_
- Committee Project or Event: \_\_\_\_\_
- Person completing this form: \_\_\_\_\_

**LINE A: Cashbox information**

Yes, I received cash in advance i.e. a cash box for selling tickets at the door or food at the event, etc.

\* Starting amount from cashbox \$ \_\_\_\_\_

No, I did not receive cash in advance

**TOTAL FROM LINE A:** \_\_\_\_\_

**LINE B: Fundraising monies.** If \$0/zero dollars on either line, please indicate

- Total Amount Earned in CASH \$ \_\_\_\_\_
- Total Amount Earned in CHECKS \$ \_\_\_\_\_

**TOTAL FROM LINE B: \$** \_\_\_\_\_

**GRAND TOTAL from Lines A & B: \$** \_\_\_\_\_

I verify the above-stated amounts are accurate and that all monies earned from this event/project are being given to the Laning SCA Treasurer.	
 _____	 _____
<i>Signed</i>	<i>Date</i>

**Instructions**

- Fill out this form in its entirety.
- Include cash and checks in envelope with this completed form.
- Submit to the Treasurer.
- Submit all monies received within 10 days of event's/fundraiser's end date. If there are extenuating circumstances, please contact the Treasurer and provide her/him with an estimated date.
- DO NOT "pay back" yourself or other committee members for advanced purchases with monies from the event/fundraiser. If you made advanced purchases for the event/fundraiser, please follow the procedure for reimbursement by submitting a receipt reimbursement request form.