

**MONTICELLO WOMEN OF TODAY
RECEIPT MEMO**

Posted _____

Money received from/for: _____

In the amount of \$ _____

Budget/Project _____ Submitted by _____

Date submitted _____

Itemized Receipts/Checks: (please list each or attach list)

For Treasurer's Use Only

DEPOSIT # _____
DEPOSIT DATE _____
TOTAL AMOUNT \$ _____
ACCTS _____

VERIFICATION OF RECEIPTS FROM PROJECT

COINS	AMOUNT	CURRENCY	AMOUNT
.01	\$	\$1	\$
.05	\$	\$2	\$
.10	\$	\$5	\$
.25	\$	\$10	\$
.50	\$	\$20	\$
1.00	\$	\$50/\$100	\$
SubTotal-A	\$	SubTotal-B	\$

Cash – A+B: \$ _____

Checks - C: \$ _____

Grand Total Receipts: \$ _____ (Total to be deposited – Add A, B, C)

Less Change Fund < _____ > (Code to Change Fund Acct)

Net Receipts _____ (Code to Project Acct)

Counted by: _____ AND _____ Date: _____
(signature) (signature)

Project Notes from Chapter Policies:

- a. A budget shall be submitted and approved before a project starts.
- b. No expenses shall be paid out of the receipts of a project but only through chapter's checking account. All expense vouchers must be signed by the project chairman or appropriate officer before reimbursements are made.
- c. Absolutely no expenses shall be spent on any project over and above approved budget until membership takes it to a majority vote.
- d. Each project committee shall submit a written report upon completion of its project.
- e. The chairman shall submit a Project Report Sheet and return Project Packets within sixty (60) days of the completion of the project.
- f. Project chairs, committee members, and workers are expected to pay for admissions.