

MONTICELLO WOMEN OF TODAY

Income / Receipts Form

Funds received for: _____
 Budget/Project # _____
 Date Submitted _____ Submitted by _____

TOTAL AMOUNT
\$ _____

*** VERIFICATION OF RECEIPT FROM PROJECT ***

COINS	AMOUNT	CURRENCY	AMOUNT
0.01		\$1	
0.02		\$2	
0.10		\$5	
0.25		\$10	
0.50		\$20	
		\$50/\$100	
Subtotal A		SubTotal B	

For Treasurer Only	
Deposit Date:	____/____/____
Total Deposit Amount	\$ _____
Account	
Savings	
Checking	

Itemized Checks/Venmo payments: *(please list each or attach list)*

CK#/Venmo	Received From	Amount
Subtotal C		\$ _____

Cash Part A + B \$ _____
 Checks - Part C \$ _____
 Total Receipts \$ _____ *(total amount to be deposited; add A, B, C)*
 Less Change Fund (\$ _____) *Code to Change Fund Acct #999*
 Net Receipts \$ _____ *Code to Project Acct # Listed Above)*

Counted by: _____ AND _____ Date: _____
Signature *Signature*

Project Policies:

- A. A budget shall be submitted & approved before project starts.
- B. All expense vouchers must be signed by the project chairman or appropriate officer before reimbursements are made. No expenses shall be paid out of the receipts of a project.
- C. Absolutely no expenses shall be spent on any project over and above approved budget until membership take it to a majority vote.
- D. Each project committee shall submit a written report upon completion of project.
- E. Project Chairman shall submit a Project Report Form within 60 days of completion of project.
- F. Project chairs, committee members and workers are expected to pay for admissions.