

Cash record sheet for fundraising events

Sheet No.

Event name: _____ Date: _____

Stall/area/activity: _____

Volunteer(s) name(s): _____
(names of people manning the stall / responsible for the cash)

Cash at start of day/event: (b) £ _____ Counted by: _____
(count actual cash/float & write this down) (print name)

Cash at end of day/event: (c) £ _____ Counted by: _____
(count actual cash & write this down) (print name)

Cash spent on the day (expenditure), if applicable: <small>e.g. food / refreshments</small>		
Description	Provide receipts where possible	Amount spent

TOTAL (d)

At the end of the day/ event, return this sheet to the treasurer/event organiser so that they can copy the figures (b) (c) and (d) from this sheet onto their summary sheet.