 **2014 Donation Record and Receipts**

**This sheet is for donations only.** As 4-H money is public funds, each 4-H member is responsible for keeping accurate financial records to ensure good fiscal responsibility. *This means that if you receive a monetary donation in any amount from any individual you need to:*

1. Record the donation on the chart below.
2. Complete a tax-deductible donation receipt by adding the monetary amount and the date. Then, provide the receipt to the donor at the time the money is accepted. If at all possible, accept checks only – NOT cash.
3. Return this donation record to the UW-Extension Office.

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Name | Date | Check # | $ Amount |
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**C:\Documents and Settings\annie.hobson\Local Settings\Temporary Internet Files\Content.IE5\32AN119N\MCj03235500000[1].wmf**

MCj03046410000[1]

The Trempealeau County 4-H Leaders’ Board would like to thank you for your monetary donation in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_, 2014. No goods or services were provided in exchangeMCj03046410000[1]MCj03046410000[1] for your contribution.

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