

# Secretary's Record of Receipts



**Instructions:**

- 1 - List all receipts, received in the name of the Grange.
- 2 - Draw a diagonal line across the unused blank lines.
- 3 - Obtain signatures of Secretary and Treasurer, acknowledging receipts of funds.
- 4 - Retain one copy with Secretary's record and provide Treasures with a copy.

Item #	Check	Cash	Received From / Purpose	Amount			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
<b>Total of Receipts:</b>							

The Secretary hereby acknowledges receiving \$ \_\_\_\_\_ in \_\_\_\_\_ items. The Treasurer acknowledges receipt of the above, for deposit into the accounts of \_\_\_\_\_ Grange No. \_\_\_\_\_ on this date: \_\_\_\_/\_\_\_\_/20\_\_\_\_.

Cash	\$ _____
Checks	\$ _____
Other	\$ _____
<b>Total</b>	<b>\$ _____</b>

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Signature of Treasurer