

### FORM AHF-3: Collection of Funds Summary

School Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Activity Involving Collection of Money: \_\_\_\_\_

Copies of checks may be attached to this form and summed on a single line below. Enter the total of all checks below.  
Cash collected must be itemized on this sheet.

ACTIVITY, SOURCE OR SPORT	DATE	HOW PAID		AMOUNT COLLECTED	REVENUE TYPE ACTIVITY (X5755) OR DONATION (X5744)
		CASH	CHECK		
1.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
2.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
3.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
4.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
5.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
6.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
7.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
8.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
9.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
10.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
11.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
12.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
13.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
14.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
15.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
16.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
17.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
18.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
19.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
20.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
21.		<input type="checkbox"/>	<input type="checkbox"/> CK#		
22.		<input type="checkbox"/>	<input type="checkbox"/> CK#		

Total Cash: \$ \_\_\_\_\_

Total Coin: \$ \_\_\_\_\_

**Grand Total Amount Collected** \$ \_\_\_\_\_

Total Checks: \$ \_\_\_\_\_

\_\_\_\_\_ Date **Bank Bag #** { \_\_\_\_\_ }

Date Rec'd by Office \_\_\_\_\_

\_\_\_\_\_ Date of Deposit



### FORM AHF-3: INSTRUCTIONS

*Note: The form must be filled out with INK. Draw a line through any errors and use the next line, if needed*

1. Form AHF-3, may be used instead of official individual cash receipts for small, multiple collections for example: Yearbook, Library fines, Class pictures, Bus trips, Fundraisers etc.
2. The following information must be filled in:
  - a) Student or source name
  - b) Date the money was received
  - c) The form the money was received in; cash or check
  - d) The amount
  - e) Signature of the Student or Parent from whom the Cash was received.

**Note:** Student signatures are not required for grades five and under. If the Parent is delivering the money (Cash), please have them sign the form.

3. Teacher/Sponsor/Coach will need to obtain stamp to stamp back of checks from secretary.

***NEW: The Teacher/Sponsor/Coach will put checks/cash collected in plastic tamper proof bank bag and staple money collection sheet on outside of plastic tamper proof bank bag.***

- ***WRITE THE NUMBER PRINTED ON THE BAG (A#) ON THE MONEY COLLECTION FORM***
- ***FILL OUT THE TAB ON TOP OF BAG (RECONCILE WITH CLUB REPORT)***
- ***ENDORSE ALL CHECKS WITH ACCOUNT STAMP THEN SEAL THE BAG.***
- ***STAPLE ALL DOCUMENTATION TO THE BAG.***
- ***BAG GOES INTO THE DROP SAFE. IF DROP SAFE IS NOT AVAILABLE, GIVE TO THE CAMPUS SECRETARY.***

4. **Daily** money collected must be turned in to the Secretary with this form.
5. All money collected must be submitted in the same form received. Teacher/Sponsor/Coach's personal checks **may not** be substituted for the money collected.

#### Secretary Instructions for Form AHF-3

1. Complete deposit slip with the Club & Bank bag # written on it.
  2. Retain Original AHF-3 form for your files and give a Copy to the person who collected the money. Keep copy of AHF-3 with deposit to bank.
  3. This form **cannot** be used again to record additional collections. A new form must be used.
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