University of Kentucky
College of Agriculture, Food and Environment
Cooperative Extension Service

Cash Receipts Transmittal Form (Cash and Checks)

Name of Account (i.e. EDB, Council, Etc.):

Reminder: Deposits must be made when cash receipts total $500 or more and/or on the last day of the week.

Receipt #	Date	Payer	Purpose	Amount	Mode of Payment	Check Number	Recorded By (Initials)
			Subtotal from Previous Sheet (if applicable):				
			Total Amount:				

Preparer's Signature: _____ **Date:** _____

Fiscal Contact's Signature: _____ **Date:** _____

Cash Receipts Transmittal Form Instructions

This form should capture all income from cash and checks received for each deposit to a banking institution. Each deposit account, such as Extension District Board, Councils, Clubs, etc., should have its own form. In certain instances with high volume, more than one sheet per account may be needed to capture everything for a deposit. In these circumstances, utilize the "Subtotal from Previous Sheet" section at the bottom of the form to bring forward totals for cash and checks from other sheets. All of these forms would be filed together to get the grand total on the final sheet.

This form should be stored with copies of receipts and the cash/checks in the safekeeping device, or in its electronic form, until the deposit is made. Once the deposit is made, this form, copies of receipts, deposit summary from the record keeping system and the deposit slip from the bank should all be filed together.

Deposit requirements:

- **Daily, if cash receipts accumulate to $500**, although more than one deposit per day is not required.
- **On the last working day of the week**, if cash is on hand.
- **On the last working day of the month**, if cash is on hand in order to ensure the receipts are recorded in the correct accounting period.

Complete each line as follows:

1. **Name of Account:** Enter the name of the deposit account the funds were received for. There should be a separate form for each deposit account (e.g. EDB, Council, etc.).
2. **Receipt Number:** Record the associated receipt number from the payment.
3. **Date:** Enter the date for the day the funds were received.
4. **Payer Name:** Enter the name of the payer.
5. **Purpose:** Enter the purpose of the payment (e.g. soil test fee, camp fee, registration fee).
6. **Amount:** Enter the amount of the payment received.
7. **Mode of Payment:** Enter the mode of payment for the funds received (e.g. cash, check)
8. **Check Number:** Enter the check number for any checks received.
9. **Recorded By:** Enter the initials of the individual recording the information on the form for each transaction (during the course of the day different individuals could enter information and the initials keep it clear which transactions were entered by whom).
10. **Subtotal (from previous sheet):** Enter the total amount from the previous sheet if more lines are needed to record all receipts for deposit.
11. **Total Amount:** Calculated field if using the electronic form.
12. **Preparer Signature/Date:** Signature of the person preparing the form for deposit.
13. **Fiscal Contact Signature/Date:** Signature of the fiscal contact, or delegate.