



Our Lady of the Lake

Receipt Report Form

Please record revenue receipts in the following manner:

1. List revenue by **check**, **cash**, or **coin** amounts.
2. Remove all staples, tape, etc. from revenue.
3. Total and record amounts - **4 or more checks require a register tape.**
4. List source of receipts, amount, and account in columns provided.
5. Total receipts.
6. Sign and date form.
7. Before giving completed form and receipts to the Business Office, please make a copy for your own records.

Source of Revenue	Amount	G/L Account #

TOTAL: _____

Cash turned in by: _____

Date: _____