

Women's General Auxiliary

Financial Contributions & Donations Log

For the Month of: _____

Auxiliary Name: _____

Mail to Financial Chairman:

Linda Metzger
 5510 Sycamore Lane N.
 Plymouth MN 55442

Remember... ALL money earned in the name of the AUXILIARY MUST be used for that purpose.

Auxiliary Fundraisers: Amounts can be totaled and one check sent with the source (bake sale, fashion show, or non-event) noted.

Non-Auxiliary Gifts: Attach copies of all checks written for \$250.00 or more.

Wills, Bequests, Trusts: Attach a copy of the front page of the document and the paragraph which states the name of the beneficiary. A copy of the receipt is given at the time of payment of the gift from the estate or trust, and a copy of the check itself should also be attached.

Date	Amount	Source and Description (Optional)
TOTAL:		

- Send acknowledgement email (no formal thank you needed) to: _____
- Send formal thank you to auxiliary treasurer
- Send formal thank you to: _____

Comments:
