

RECEIPT LOG

Receipt Log

Important Instructions:

Use this Receipt Log to record EVERY financial donation (cash or check) that is received during THIS team meeting.

Two persons MUST be involved in this process.

1. One person to record the receipt. (Counter # 1)
2. Another person to handle the funds. (Counter # 2)

This two person process is needed for the ministry to ensure the integrity in all financial processes, and to provide protection for you in the event that there is a problem.

After the Team Meeting

Within 5 days after the team meeting, Counter 1 sends the original of the Receipt Log to the State Financial Secretary and a copy to the Advisory Council Financial Secretary.

Counter 2 takes the deposit to the Bank, sends the deposit receipt and a copy of the deposit slip to the State Financial Secretary. The State Financial Secretary notifies the State Treasurer and the Advisor Council Treasurer that the deposit has been made.

Use the following definitions when filling out the Receipt Log:

Cash/Check/In Kind

Depending on what type of gift is being received, enter the amount in the appropriate column.

Cash - Do not consolidate the cash into one entry, because we lose identity of the giver, and we won't be able to say "Thanks" or to provide them IRS tax documentation.

Check - The gift was in the form of a check.

In Kind - The gift was not a direct financial gift, but one which has measurable market value, such as the cost of a meal that is being provided by a person or organization. Record the nature of the "In Kind" gift in the "In Kind Description" column along with the \$ value of the gift..

Check Number

The number of the check being received.

Person/Organization

The name of the individual or organization making the gift. Check the appropriate box.

Address

The mailing address of the person or organization making the gift.

Please Print Legibly

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Kairos Receipt Log Sales

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Counter # 1 _____
Signature

Team Meeting Date: _____

Counter # 2 _____
Signature

Name Address Home Phone	Relationship	Total Amount Paid		Purchased Class	Class Amount (\$)	Description of Item(s) Purchased
		Cash	Check			
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		<u>Check No</u>	<input type="checkbox"/> Other		
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		<u>Check No</u>	<input type="checkbox"/> Other		
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		<u>Check No</u>	<input type="checkbox"/> Other		
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		<u>Check No</u>	<input type="checkbox"/> Other		
Sales Item Page Total				Sales Items Page _____ of _____		

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Kairos Receipt Log Sales

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Counter # 1 _____
Signature

Team Meeting Date: _____

Counter # 2 _____
Signature

Name Address Home Phone	Relationship	Total Amount Paid		Purchased Class	Class Amount (\$)	Description of Item(s) Purchased
		Cash	Check			
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		<u>Check No</u>	<input type="checkbox"/> Other		
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		<u>Check No</u>	<input type="checkbox"/> Other		
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		<u>Check No</u>	<input type="checkbox"/> Other		
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		<u>Check No</u>	<input type="checkbox"/> Other		
Sales Item Page Total				Sales Items Page _____ of _____		

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Kairos Receipt Log Sales

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Counter # 1 _____
Signature

Team Meeting Date: _____

Counter # 2 _____
Signature

Name Address Home Phone	Relationship	Total Amount Paid		Purchased Class	Class Amount (\$)	Description of Item(s) Purchased
		Cash	Check			
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		Check No _____	<input type="checkbox"/> Other		
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		Check No _____	<input type="checkbox"/> Other		
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		Check No _____	<input type="checkbox"/> Other		
	<input type="checkbox"/> Team Member			<input type="checkbox"/> Clothing/Name Tag		
	<input type="checkbox"/> Agape Contributor			<input type="checkbox"/> Manuals		
	<input type="checkbox"/> Church			<input type="checkbox"/> Promotional Item		
	<input type="checkbox"/> Corporation		Check No _____	<input type="checkbox"/> Other		
Sales Item Page Total				Sales Items Page _____ of _____		

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Kairos Receipt Log Summary

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Counter # 1 _____
Signature

Counter # 2 _____
Signature

Team Meeting Date: _____

	Cash	Check	Total	In Kind
Contributions Page 1 Total				
Contributions Page 2 Total				
Contributions Page 3 Total				
Contributions Page 4 Total				
Contributions Total				
Sales Item Page 1 Total				
Sales Item Page 2 Total				
Sales Item Page 3 Total				
Sales Item Totals				
Meeting Total				

Instructions

1. Team Counter # 1 fills in the page totals in the proper columns, and total.
2. Both Counter # 1 and Counter # 2 sign for the accuracy of the report.
3. The Team Counter # 1 makes a copy and sends it to the Ad Council Financial Secretary.
4. The Counter # 2 stamps the checks with "For Deposit Only" and deposits the checks and cash in the approved Bank Account, or delivers to the Advisory Council Treasurer.