

ASSETS

Current Assets

Checking/Savings

Checking

STATE State Chapter Checking	
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automatic entries for all banking transactions created by making deposits, writing checks, paying bills

Total Checking	0.00
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Total Checking/Savings	0.00
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Other Current Assets

Advances

STATE State Chapter Advances	
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This is where the cash advances sit in the records until they are cleared with the Check Request Form

Total Advances	0.00
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Facility Deposits	
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for security deposits paid to hold the venue for a future weekend / training activity in another month/year

Prepaid Expenses

Prepaid Expenses - States

STATE - Prepaid Expenses	
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for expenses paid in advance for the next quarter / year

Total Prepaid Expenses - States	0.00
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Total Prepaid Expenses	0.00
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Undeposited Funds	
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for when an advance is cleared and unused funds are due to be deposited

Total Other Current Assets	0.00
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Total Current Assets	0.00
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Fixed Assets

Fixed Assets

Equipment	
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for fixed assets purchased that cost greater than \$1500 (depreciated 5 years Straight Line method)

Vehicles/Trailers	
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for trailers purchased that cost greater than \$1500 (depreciated 5 years Straight Line method)

Total Fixed Assets	0.00
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Fixed Assets – Acc Depn

Accumulated Depreciation	
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for recording depreciation expenses posted every month until the asset is disposed

Total Fixed Assets – Acc Depn	0.00
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Total Fixed Assets	0.00
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TOTAL ASSETS	0.00
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable	
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for bills created that are not yet paid (should be close to zero except for Interministry bills)

Total Accounts Payable	0.00
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Total Current Liabilities	0.00
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Total Liabilities	0.00
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Equity

Unrestricted Net Assets	
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**Automatically calculated. This is the sum of all the "Net Incomes" from prior years

Net Income	
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**Automatically calculated. This is the difference of expenses from revenues

Total Equity	0.00
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TOTAL LIABILITIES & EQUITY	0.00
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Ordinary Income/Expense

Income

Interministry Income

Interministry Blessing Received

Blessing Received - National		for International Office Only
Blessing Received - State		for checks received (blessings/gifts) from another Kairos State
Blessing Received - AC		for checks received (blessings/gifts) from another Kairos Advisory Council

Total Interministry Blessing Received 0.00

Interministry Contributions Received

Affiliation Fees - State		to record income at the SCC level from Advisory Councils for state-imposed affiliation fees
Audit Fees - State		CA/TX ONLY: to record reimbursement income at the SCC level from Advisory Councils for audit fees
State Dues - State		to record income at the SCC level from Advisory Councils for state-imposed state dues
Trailer Fee - State		used in TX only - record in state bank account when receipts are recorded

Total Interministry Contributions Received 0.00

Interministry Materials Income

Intercompany Materials-P2P		**Ohio only - to record payments from Intl Office for P2P
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Total Interministry Materials Income 0.00

Interministry Training Revenue

ACT - State		(rarely used) to record income form other Kairos states for ACT training
AKT - State		to record income form other Kairos states for AKT registration fees

Total Interministry Training Revenue 0.00

Total Interministry Income 0.00

Regular Income

Contributions

Churches		donations form churches
Corporations		donations from businesses, regardless of corporation type
Estates		rarely used: estate gifts
Foundations		donations from foundations (check will state as much)
Individuals/Friends of Kairos		donations for agape / persons who are not part of the team
Interest Income		for interest earned on bank accounts
Team Members		donations from Kairos team members

Total Contributions 0.00 ***This is the total from which affiliation fees are calculated

Gifts In Kind		to record donations from third parties to Kairos who have donated tangible items rather than cash/checks
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Total Regular Income 0.00

Total Income 0.00

Cost of Goods Sold

Interministry Blessings Paid

Blessing Paid - National		to record blessings mailed to the International Office (for other states or international ministries)
Blessing Paid - State		to record blessings mailed to another Kairos State
Blessing Paid - AC		to record blessings mailed / given to another Kairos Advisory Council

Total Interministry Blessings Paid 0.00

Interministry Contrib Paid

Affiliation Fees - National		15% of "Total Contributions" - International Office use only
Audit Fees - National		as assessed by the Finance Committee - International Office use only
Travel Reimb - National		to refund Intl Office for Program Coor Travel - International Office use only
Affiliation Fees - State		to record Advisory Council payments to State for state-imposed affiliation fees
Audit Fees - State		CA/TX ONLY: to record payments at Advisory Council level to the State for audit fees
State Dues - State		to record Advisory Council payments to State for state-imposed state dues
Trailer Fee - State		TX Only: Advisory Councils post payments to this GL Account

Total Interministry Contrib Paid 0.00

Interministry Materials Cost

Non-Program Materials		from Kairos order forms (International Office use only)
Participant Materials		from Kairos order forms (International Office use only)
Postage, Shipping & Handling		from Kairos order forms (International Office use only)
Volunteer Materials		from Kairos order forms (International Office use only)

Total Interministry Materials Cost 0.00

Interministry Torch Screening		from Kairos order forms (International Office use only)
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Interministry Training Costs

ACT Fee - National		fees for ACT Training (International Office use only)
ACT Fee - State		(rarely used) to record expenses to other Kairos states for ACT training
AKT Fee - National		fees for AKT Training (International Office use only)
AKT Fee - State		to record expenses for AKT registration fees to other Kairos states
Annual Conference Fees		to expense Annual Conference Registration (International Office use only)
Torch 101 - National		to expense Torch 101 Training Expenses (International Office use only)

Total Interministry Training Costs 0.00

Total COGS 0.00

Gross Profit 0.00

Expense

ADMINISTRATION

Bank Service Charges		bank fees as from the bank statements: include monthly bank fees + returned deposited item fees, etc.
Computer Exp - Admin		
Computer & Software Expenses		computers + equipment + software for administrative positions (typically SCC and AC Chair)
Web Solutions Expense		website expenses for the State website
Total Computer Exp - Admin	0.00	
Dues & Subscriptions		annual subscriptions (such as Dropbox)
Meetings - Admin		
Advisory Council Meetings		AC Meetings expenses -- apart form Team Formation Meetings
SCC - Mileage		Use for Chair/ SFS to travel to local Councils / Kairos business + reimb for mileage for volunteers
State Chapter Committee Meeting		SCC meetings
Total Meetings - Admin	0.00	
Office Expenses - Admin		
Office Supplies		computer paper, ink, toner, folders, pens, general office supplies
Total Office Expenses - Admin	0.00	
Postage		postage for mailing to admin people, AC members, etc. / **Annual IRS Tax Receipt / Thank you letters
Professional Services		
Legal Fees		rarely used--ask first
Total Professional Services	0.00	
Training Exp - Admin		
ACT Expenses		
ACT Meals/Food		ACT meals incurred for when the meeting occurs
ACT Mileage		mileage reimbursement for volunteers traveling to ACT
ACT Supplies/Other		copies, papers, name tags
ACT Travel Exp		all travel expenses (mileage, meals when traveling, airfare, etc.)
ACT Venue		the cost for renting the venue / gift for the church that allowed us to meet
Total ACT Expenses	0.00	
Annual Conference Expenses		
Annual Conf Mileage		mileage reimbursement for volunteers traveling to the Kairos Annual Conference
Annual Conf Reg Fees		Reimbursement to individuals who paid for the Annual Conference on their own
Travel & Meals Exp		all Annual Conference Travel expenses (airfare, meals, mileage)
Total Annual Conference Expenses	0.00	
Total Training Exp - Admin	0.00	
Volunteer Appreciation		rarely used--ask first
Total ADMINISTRATION	0.00	

FUNDRAISING

Appeal

Mail Service - Appeal		for paying a third party company to fold, sort, and mail a generic mail appeal letter
Postage - Appeal		postage for generic mailings to the general database
Printing - Appeal		copies for the generic mail appeal letters

Total Appeal 0.00

Computer Exp - Fundraising

Computer & Software Expenses		any computer/software, printers for Kairos Donor Coord, State Fin Sec
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Total Computer Exp - Fundraising 0.00

Fundraising Event Expenses		any and all fundraising event expenses go here (golf outings, pancake mix, etc.)
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Marketing Expense - Fundraising

Advertising		ads for print / TV / radio
Marketing Events		expenses for booths at county fairs to get info about Kairos out - independent of a fundraising activity
Marketing/Promotional Materials		brochures / T-shirts for promoting the ministry to gain volunteer interest
Postage - Fundraising		mailing of interest-generating letters, brochures, etc. for getting the ministry name out there
Web Exp		rarely used - ask first

Total Marketing Expense - Fundraising 0.00

Merchant Fees		PayPal fees are recorded here and/or any online giving expenses are recorded here (not bank fees)
Post Office Box Rental		Annual / Semi-Annual PO Box fees go here
Postage		generic fundraising postage

Total FUNDRAISING 0.00

PROGRAM

Marketing Expense - Program

Advertising		rarely used
Marketing/Promotional Materials		Brochures / T-shirts / logo items for the team to wear on the weekends
Newsletter		for team / weekend info
Postage - Program		expense for mail said newsletters / brochures
Web Exp		AC website expenses

Total Marketing Expense - Program 0.00

Training Expense - Program

AKT Expenses

AKT Meals/Food		**Only for AKT host site meals
AKT Supplies/Other		**Only for AKT host site supplies / other expenses
AKT Travel Exp		AKT participant travel expenses (meals when traveling, airfare, mileage, etc.)
AKT Venue		**Only for AKT host conference room lodging + AKT participant lodging (only if not provided by host site)

Total AKT Expenses 0.00

Torch 101 Expenses

Torch 101 Meals/Food		**Only for Torch 101 host site meals
Torch 101 Supplies/Other		**Only for Torch 101 host site supplies / other expenses
Torch 101 Travel Exp		Torch 101 participant travel expenses (meals when traveling, airfare, mileage, etc.)
Torch 101 Venue		**Only for Torch 101 host conference room lodging

Total Torch 101 Expenses 0.00

Total Training Expense - Program 0.00

Weekend Expenses

Agape Supplies		all expenses related to preparing agape for the room / participants / guests
Badges		name badges
Computer & Equipment		computers (Weekend Leader only), printers, tables, chairs, sound equipment, coffee urns, coolers, etc.
Decorations		table decorations / chapel décor
Depreciation		**posted by International Office
Equipment Rental		port-a-potty, showers, etc.
Flowers		for guests on KO weekend
Gift to Church - no facility bill		for monetary gifts to churches as a thank you for allowing us to use their space with no charges
Guest Support		baby sitting for guest's children only (as needed for weekend)
Housing/Facility Rental		housing costs (independent of meals) **do not include gifts to churches here
Insurance		rarely used - ask first
Meals/Food		meals for team formation meetings, weekends (inside and outside teams)
Music Royalty Fee		CCLI / CVLI license
Pictures		photos for the groups
Postage & Shipping		mailing of letters to KO Guests (mailings to AC team members are administrative)
Printing/Copies		copies of talks, EZRA print outs, etc.
Program Materials		rarely used as program materials are to be purchased at Intl Office
Security		if needed, costs for security guards on weekends
Storage Space Rental		monthly or annual storage expenses
Supplies/Paper Products		paper goods, consumable expenses (pens, paper, plastic forks, etc.), note pads, foil, plastic gloves, etc.
Travel		rare: State Chair travels to weekend, SFS travels to train ACS, etc.

Vehicle/Trailer Expenses

Vehicle Depreciation		**posted by International Office
Vehicle Gas, Repair & Other		gasoline for rental vehicle, mileage for tow vehicle, annual tag renewal, annual inspections, etc.
Vehicle Insurance		trailer insurance
Vehicle Rental		U-Haul rental, etc.
Vehicles/Trailers Purchased		trailer purchase less than \$1500

Total Vehicle/Trailer Expenses 0.00

Total Weekend Expenses 0.00

Weekend Expenses - Post

One & Two Day Retreat		Instructional, retreat expenses (all lodging, meals, supplies, etc.)
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Prisoner to Prisoner (P2P)

Postage		**OHIO ONLY
Printing		**OHIO ONLY
Supplies & Other		**OHIO ONLY
Telephone		**OHIO ONLY

Total Prisoner to Prisoner (P2) 0.00

Reunion Expenses		all reunion expenses
Weekly Mentoring		all mentoring expenses
Weekly Prayer & Share		all Prayer and share expenses

Total Weekend Expenses - Post 0.00

Total PROGRAM 0.00

Total Expense 0.00

Net Income 0.00