RECEIPT LOG

Receipt Log

Advisory Council _____

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 Receipt Log to the Advisory Council Financial Secretary.

Counter 2 takes the deposit to the Bank, sends the deposit receipt and copies of all checks within the deposit to the Advisory Council Financial Secretary, and sends a copy of the deposit receipt to the Advisory Council Treasurer.

Reminder - Make sure account numbers on the copies of checks are redacted before sending through email.

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

Print Legibly

Kairos Receipt Log
Contributions

Counter # 1 _____
Signature

Counter # 2 _____
Signature

Advisory Council _____

Receipt Date: _____

Reason For Receipts
- ☐ Team Meeting Receipts
- ☐ Fund Raising Event Receipts
- ☐ Received in Mail

Cash $	In Kind $	Check $	Check No	Person/Organization	Address (for all "non-check"gifts or if different from what's on a check)	In Kind Gift Description Value $ - Attach Documentation
				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
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				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
			Page Totals			

Print Legibly

Kairos Receipt Log
Contributions

Counter # 1 _____
Signature

Counter # 2 _____
Signature

Advisory Council _____

Receipt Date: _____

Reason For Receipts
- ☐ Team Meeting Receipts
- ☐ Fund Raising Event Receipts
- ☐ Received in Mail

Cash $	In Kind $	Check $	Check No	Person/Organization	Address (for all "non-check"gifts or if different from what's on a check)	In Kind Gift Description Value $ - Attach Documentation
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				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
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				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
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				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
			Page Totals			

Print Legibly

Kairos Receipt Log
Contributions

Counter # 1 _____
Signature

Counter # 2 _____
Signature

Advisory Council _____

Receipt Date: _____

Reason For Receipts
- ☐ Team Meeting Receipts
- ☐ Fund Raising Event Receipts
- ☐ Received in Mail

Cash $	In Kind $	Check $	Check No	Person/Organization	Address (for all "non-check"gifts or if different from what's on a check)	In Kind Gift Description Value $ - Attach Documentation
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				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
			Page Totals			

Print Legibly

Kairos Receipt Log
Contributions

Counter # 1 _____
Signature

Counter # 2 _____
Signature

Advisory Council _____

Receipt Date: _____

Reason For Receipts
- ☐ Team Meeting Receipts
- ☐ Fund Raising Event Receipts
- ☐ Received in Mail

Cash $	In Kind $	Check $	Check No	Person/Organization	Address (for all "non-check"gifts or if different from what's on a check)	In Kind Gift Description Value $ - Attach Documentation
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				☐ AdCou ☐ Team ☐ Agape ☐ Church ☐ Corp		
			Page Totals			

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Kairos Receipt Log
Summary

Print Legibly

Counter # 1 _____
Signature

Counter # 2 _____
Signature

Advisory Council _____

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				

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.