

## 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.

Within 5 days after the team meeting, Counter 1 sends the original of the Receipt Log to the Financial Secretary that reconciles the bank account and sends a copy of the Receipt Log to the Advisory Council Financial Secretary. Counter 2 makes the deposit and sends a copy of the deposit slip and the deposit receipt to the Financial Secretary that reconciles the bank account, and sends a copy of the deposit slip to the Advisory Council Financial Secretary. (See the instructions for your particular Organizational Model.)

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 a 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 dollar 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

## 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		_____	<input type="checkbox"/> Other		
			Check No.			
	<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			<input type="checkbox"/> Other		
			_____			
			Check No.			
	<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			<input type="checkbox"/> Other		
			_____			
			Check No.			
	<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			<input type="checkbox"/> Other		
			_____			
			Check No.			
<b>Sales Item Page Total</b>				Sales Items Page _____ of _____		

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# Kairos Receipt Log Summary

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Counter #1 \_\_\_\_\_

*Signature*

Team Meeting Date: \_\_\_\_\_

Counter #2 \_\_\_\_\_

*Signature*

	Cash	Check	Total	In Kind
<b>Contributions Page 1 Total</b>				
<b>Contributions Page 2 Total</b>				
<b>Contributions Page 3 Total</b>				
<b>Contributions Page 4 Total</b>				
<b>Contributions Total</b>				
<b>Sales Item Page 1 Total</b>				
<b>Sales Item Page 2 Total</b>				
<b>Sales Item Page 3 Total</b>				
<b>Sales Item Total</b>				
<b>Meeting Total</b>				

### 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 Advisory 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.