

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.

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. **NOT the team member bringing the donation.**
Check the appropriate box.

Address

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

Please Print Legibly

Print Council Name →

Kairos Receipt Log

Print Legibly

Sales

Counter #1 _____ Signature _____
Counter #2 _____ Signature _____

Team Meeting Date: _____

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

Sales Items Page _____ of _____

Print Legibly

Kairos Receipt Log Summary

Print Legibly

Counter #1 _____ Signature _____ Print Name _____ Team Meeting Date: _____

Counter #2 _____ Signature _____ Print Name _____

	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 Total				
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 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.