RECEIPT LOG

# Receipt Log

**Ad 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 a copy of the deposit slip to the Advisory Council Financial Secretary, and sends a copy of the deposit slip to the Advisory Council Treasurer.*

**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 cosnolidate 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**

Counter # 1 _____
*Signature*

Counter # 2 _____
*Signature*

# Kairos Receipt Log
## Contributions

**Ad Council** _____

Team Meeting Date: _____

**Print Legibly**

**Reason For Receipts**
- ☐ Team Meeting Receipts
- ☐ Fund Raising Event Receipts

| Cash $ | In Kind $ | Check $ | Check No | Person/Organization | Address | In Kind Gift Description<br>Value $ - Attach Documentation |
|---|---|---|---|---|---|---|
| | | | | ☐ Sponr<br>☐ Team ☐ Agape ☐ Church ☐ Corp | | |
| | | | | ☐ Sponr<br>☐ Team ☐ Agape ☐ Church ☐ Corp | | |
| | | | | ☐ Sponr<br>☐ Team ☐ Agape ☐ Church ☐ Corp | | |
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| | | | **Page Totals** | | | |

Page _____ of _____

**Print Legibly**

Counter # 1 _____
*Signature*

Counter # 2 _____
*Signature*

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Page _____ of _____

**Print Legibly**

# Kairos Receipt Log
## Summary

**Print Legibly**

Counter # 1 _____
*Signature*

Counter # 2 _____
*Signature*

**Ad 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** | | | | |

**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.