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.

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