

Kairos Receipt Log Summary

Counter # 1 _____
Signature

Advisory Council _____

Counter # 2 _____
Signature

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				
Sales Item Page 1 Total				
Sales Item Page 2 Total				
Sales Item Page 3 Total				
Sales Item Totals				
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.