

# RECEIPT LOG

## Receipt Log

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

**Reminder - Make sure account numbers on the copies of checks are redacted before sending through email.**

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 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**

## Kairos Receipt Log Contributions

Counter # 1 \_\_\_\_\_  
*Signature*

Advisory Council \_\_\_\_\_

Counter # 2 \_\_\_\_\_  
*Signature*

Receipt Date: \_\_\_\_\_

Reason For Receipts	
<input type="checkbox"/>	Team Meeting Receipts
<input type="checkbox"/>	Fund Raising Event Receipts
<input type="checkbox"/>	Received in Mail

Cash \$	In Kind \$	Check \$	Check No	Person/Organization	Address (for all "non-check" gifts or if different from what's on a check)	In Kind Gift Description Value \$ - Attach Documentation
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**Print Legibly**

## Kairos Receipt Log Contributions

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

Advisory Council \_\_\_\_\_

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

Receipt Date: \_\_\_\_\_

Reason For Receipts	
<input type="checkbox"/> Team Meeting Receipts	
<input type="checkbox"/> Fund Raising Event Receipts	
<input type="checkbox"/> Received in Mail	

Cash \$	In Kind \$	Check \$	Check No	Person/Organization	Address (for all "non-check" gifts or if different from what's on a check)	In Kind Gift Description Value \$ - Attach Documentation
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## Kairos Receipt Log Contributions

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

Advisory Council \_\_\_\_\_

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

Receipt Date: \_\_\_\_\_

Reason For Receipts	
<input type="checkbox"/> Team Meeting Receipts	
<input type="checkbox"/> Fund Raising Event Receipts	
<input type="checkbox"/> Received in Mail	

Cash \$	In Kind \$	Check \$	Check No	Person/Organization	Address (for all "non-check" gifts or if different from what's on a check)	In Kind Gift Description Value \$ - Attach Documentation
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## Kairos Receipt Log Contributions

Counter # 1 \_\_\_\_\_  
*Signature*

Advisory Council \_\_\_\_\_

Counter # 2 \_\_\_\_\_  
*Signature*

Receipt Date: \_\_\_\_\_

Reason For Receipts	
<input type="checkbox"/> Team Meeting Receipts	
<input type="checkbox"/> Fund Raising Event Receipts	
<input type="checkbox"/> Received in Mail	

Cash \$	In Kind \$	Check \$	Check No	Person/Organization	Address (for all "non-check" gifts or if different from what's on a check)	In Kind Gift Description Value \$ - Attach Documentation
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**Print Legibly**

## Kairos Receipt Log Summary

**Print Legibly**

Counter # 1 \_\_\_\_\_  
*Signature*

Advisory Council \_\_\_\_\_

Counter # 2 \_\_\_\_\_  
*Signature*

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

	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>				

### 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.