

This form is to be used for all money received.

NOTE: All ministry income should be turned in WITHIN 15 DAYS OF RECEIPT.

Date: _____

Your Name: _____

CBF Ministry Code: _____ (see back of form)

Thank you for serving the CB church family with your time and resources! To help us process process your receipts quickly and to account for all money accurately, please remember the following:

1. Provide an itemized list of all checks received (see below).

- All checks should be made payable to Coppel Bible (or CB).
- All checks **must have memo section filled out** (ex. Women, Men, AWANA, etc.)
- Please note: If the memo section is not filled out, check(s) will be returned to you.

2. Turn in Ministry Income Form with checks:

- Place completed form and checks in **MARLA SHUBERT's mailbox** in the Staff Offices.
- Place any cash in an envelope with the total amount of cash written on the outside.

ITEM	NAME ON CHECK	CHECK NUMBER	AMOUNT
CASH		TOTAL CASH	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
	TOTAL AMOUNT OF CHECKS \$		
TOTAL AMOUNT OF CHECKS & CASH RECEIVED =			

OFFICE USE ONLY

(OVER)

Enter Ministry Account Number on Front of this Form

DEPARTMENT	ACCOUNT CODE	MINISTRY
100	400610	Beach Club
100	400601	Worship Ministry
100	400602	Children's Ministry
100	400603	AWANA
100	400604	VBS
100	400605	Student Ministry
100	400607	Women's Ministry
100	400608	Men's Ministry
100	400614	International Ministry
100	400627	Church Office Operating
100	400632	Churchwide Special Events