

*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 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 Coppell 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** (upstairs kitchen).
- ☐ Place any cash in an envelope with the total amount of cash written on the outside.

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

OFFICE USE ONLY

**(OVER)**

**Enter Ministry Account Number on Front of this Form**

<b>DEPARTMENT</b>	<b>ACCOUNT CODE</b>	<b>MINISTRY</b>
<b>100</b>	<b>400601</b>	<b>Music Ministry</b>
<b>100</b>	<b>400602</b>	<b>Children's Ministry</b>
<b>100</b>	<b>400603</b>	<b>AWANA</b>
<b>100</b>	<b>400604</b>	<b>VBS</b>
<b>100</b>	<b>400605</b>	<b>Student Ministry</b>
<b>100</b>	<b>400607</b>	<b>Women's Ministry</b>
<b>100</b>	<b>400608</b>	<b>Men's Ministry</b>
<b>100</b>	<b>400609</b>	<b>Family Ministry</b>
<b>100</b>	<b>400614</b>	<b>Cross-Cultural Ministry</b>
<b>100</b>	<b>400615</b>	<b>Equipping Ministry</b>