

Kairos Weekend Leader Financial Guidance

Introduction

So, you're now the Kitchen Coordinator, the Inside Coordinator, or the Leader of the upcoming weekend. Well-schooled on the conduct of the Kairos weekend from Thursday through Sunday perhaps, but likely, this is the first time you have been involved with the financial side of Kairos. You probably have not seen the Kairos Ministry Financial Policies and Procedures Manual, and no one mentioned finances when you went to AKT. This paper attempts to fill in that knowledge gap so that we stay within the very narrow riverbanks of Kairos financial accounting.

A couple of basic tenants to start:

- All money spent to support Kairos must be documented with itemized receipts. Some business firms specify that receipts above a certain value must be provided on travel and reimbursement claims. Not so for Kairos. ALL expenses must be accounted for.
- All expenses must be approved by the Advisory Council Donor Coordinator prior to being reimbursed.
- All donations must be accounted for and properly credited to the donor.
- We solicit donations to cover our expenses, but we sell nothing. Hence, copies of the manual are free for all volunteers, although donations to defray their cost are welcome.
- There is a form for everything and the forms change annually. All the forms are available on the KPMI (myKairos.org) web site or on the State Kairos web site (kairosofsouthcarolina.org).
- If it involves money, the State Financial Secretary is involved.
- Asking questions in advance is better than unscrambling messes. If you have a question, please contact the South Carolina State Financial Secretary for guidance:

Patricia Fahner
scc.financial.secretary@gmail.com
(703) 343-5495
605 13th Ave. South
North Myrtle Beach, SC 29582

So, let's get started by walking through the weekend financial process.

Advance Kairos Training

Once you have been identified as prospective leader, you are required to attend Advanced Kairos Training (AKT). Kairos communities in most states offer AKT at various times and locations during the year. All those training events are listed on the KPMI web site:

<https://mykairos.org/training.html>. It is your choice, based on your personal schedule, when and where to attend twelve to eighteen months prior to your weekend. It is cheapest to attend a South

Kairos Weekend Leader Financial Guidance

Carolina-offered event, but North Carolina and Florida offer multiple events during the year as well. When you select the Kairos Kalendar, you will be taken to the Kairosmessenger Kalendar – by selecting AKT Training and then Kairos Inside or Kairos Outside you will see your dates and location selections. You can find out more information associated with each event that fully describes the dates, point of contact, accommodation opportunities, and costs by selecting the question mark.

Once a place and date are selected, complete the online AKT registration form <https://www.kairosmessenger.org/aktregister>. Once your AKT registration application is submitted, the ministry approval process will take place with the goal of approving your registration as soon as possible. This approval process includes an approval by your State Financial Secretary. The payment will be charged to your Advisory Council.

AKT Travel Costs

Travel to and from the AKT site and meals in route are reimbursable. Airplane tickets are fully reimbursable. Automobile travel is reimbursable at \$0.30 a mile. Receipts are required. For the travel, odometer readings or a Google trip map showing the point origin and destination are sufficient. Remember the Check Request Form <https://mykairos.org/downloads.html> is required but is a different tab on the spreadsheet (attachment 1).

Ordering Ministry Supplies, EZRA, and KairosDonor

Ministry-specific program materials including crosses, reunion cards, EZRA, and KairosDonor must be procured through the Kairos International Office and not acquired locally or through other sources. The ministry provides branded and procedural materials as needed for the ministry to implement its various programs. The ministry does not provide these materials to individuals, but only to approved Kairos ministry units. Hard copy or electronic copies of the Kairos Program materials are not permitted.

Kairos of South Carolina decided some time ago to centrally purchase agape materials and distribute them to each Advisory Council from the State Agape Coordinator. That pertains to crosses, dissolvable paper, Freedom Guides, Grouping Cards, and the white bags used for handing out letters and forgiveness cookies. Your Agape Coordinator should address specific requirements with the State Agape Coordinator well in advance of your weekend.

To order other program materials, complete the Ministry Material Ordering Form (attachment 2) and submit it to your Advisory Council Donor Coordinator for approval and forwarding to the State Financial Secretary. The Financial Secretary will send it to the KPMI office for fulfillment. If you send the form directly to KPMI, it will come back to the Financial Secretary for approval before fulfillment, delaying the entire process.

Kairos Weekend Leader Financial Guidance

To order EZRA after you have completed AKT, complete the EZRA order form

<https://www.kairosmessenger.org/ezraorderform>. Once your order is submitted, the ministry approval process will take place with the goal of approving your order as soon as possible, once approved, you will receive an email with a link to download your Ezra, your unique Ezra serial number, and step by step instructions to get started installing your new Ezra.

Costs for the items purchased from the International Office are paid by Kairos of South Carolina. Individual payments will not be accepted. If an individual or entity chooses to donate funds for program materials, these are treated as a donation (contribution) in the bookkeeping.

Weekend Cash Advances

No one is expected to pay for weekend expenses out of pocket. There is money available to provide a cash advance for significant expenses. The small expenses incidental to a reunion may not warrant a cash advance, but certainly the procurement of food and supplies for the weekend do. A Cash Advance Request (attachment 3) is required. If you are expecting to incur significant expenses as a result of your team assignment, complete it and send it to your Advisory Council Donor Coordinator for approval. That individual will send it to the State Financial Secretary for payment. Checks are routinely cut 30-45 days prior to the weekend to provide sufficient time to buy the necessary items, but not have cash lying about too long.

All cash advances are required to be settled within 30 days of the weekend. When the cash advance check is cut, the State Financial Secretary will send you an email telling you that the check has been cut. The email will also contain the Cash Advance Worksheet (Attachment 4) and the Check Request Form (Attachment 1) required for settling the advance after the weekend. Both the Worksheet and the Check Request will come as Excel spreadsheets and .pdf forms. Excel is quicker to complete, but not everyone has Excel. If you lack Excel, print the .pdf form and fill it out by hand (or use Adobe Acrobat Read DC to fill out the form). Adobe Acrobat Reader DC is free and easy to use. Use the worksheet to keep track of your expenses as you incur them and keep your receipts with your worksheet. The worksheet provides columns by purchase category and makes accounting simple. It also makes it easier to audit the request, since each receipt is reflected by a row on the worksheet.

A warning – do not mix personal purchases with Kairos purchases. While there is no programmatic prohibition for doing so, everyone who has ever done it has gotten the mathematics wrong trying to figure out tax. Keep it simple and don't mix purchases. That way going through receipts is easy. Don't make it hard.

Similarly, if you are the Kitchen Coordinator and are ordering food and supplies from a wholesaler through a church or restaurant, please ensure that all Kairos commodities are reflected on a unique delivery order. Mixed delivery orders that are annotated become exceedingly confusing.

Kairos Weekend Leader Financial Guidance

Settling Weekend Cash Advances

You are required to settle cash advances within 30 days of the weekend. No additional cash advances will be issued to your Advisory Council if there is an outstanding, overdue cash advance issued to that Advisory Council.

Settling cash advances involves completing the forms referred to in the previous paragraph, attaching clear, readable itemized receipts for all purchases, signing the form and submitting the completed form to your Advisory Council Donor Coordinator for approval. Once the Donor Coordinator approves the request, that individual will send it on to the State Financial Secretary for payment.

If you spent more money than the advance, you will be reimbursed for all excess reimbursable expenses. If you spent less, please include a check made out to Kairos of South Carolina for the balance. What is reimbursable is spelled out in the following paragraphs.

Unless there is a check involved, scanning the entire package into a clear, readable .pdf file and sending it via email is the preferred method of submission. That is quickest. However, if a check is involved or you are not familiar with scanning .pdf files, the postal system works well. Regardless of which approach you use; you are strongly encouraged to keep a copy of all documents and receipts until the request is settled. Things get lost. Without proper documentation of itemized expenses, reimbursement may not occur, or funds may be required to be reimbursed to Kairos by the individual.

One word on receipts. The receipt must contain at least a noun name and a price for what was purchased – It is helpful for the date and amount of each receipt to be circled. Receipts that merely reflect a dollar value total are insufficient and will be rejected. Similarly, invoices (unless the request is to pay the vendor directly) are not receipts. The document must reflect the items bought and an indication that payment was completed. An invoice with evidence of payment is acceptable.

Reimbursable and Non-Reimbursable Expenses.

The Kairos Financial Policies and Procedures Manual (<https://mykairos.org/downloads.html>) spells out clearly what is a reimbursable expense and what is not. That guidance follows:

Reimbursable Expenses

Reimbursable expenses are those which are considered necessary for Kairos to present its programs, as described in the program manuals, to raise funds and recruit volunteers and to sustain and grow the ministry. These expenses will be borne by or allocated to the organizational element incurring them. All reimbursable expenses must be for Kairos Prison Ministry as a registered 501(C)(3) and cannot be for individual or others purpose.

Reimbursement may be made to any member of Kairos for the following reasonable

Kairos Weekend Leader Financial Guidance

expenses: (This list is subject to change. It is a good practice to check the Kairos Financial Policies and Practices at: <https://mykairos.org/docs/kpmi/fpp.pdf>)

1. Supplies such as paper, marking pens or printer ink cartridges.
2. All supplies incidental to Kairos programs such as cleaning supplies, poster board, table decorations, note paper, folders, photographs, pencils, index cards, masking tape or envelopes. Note: Crosses and other program supplies must be purchased through the Kairos office.
3. Postage and post office box rental.
4. Printing and copying charges.
5. Long distance telephone charges.
6. All reasonable food items needed for Kairos programs, including cookie dough for commercial kitchen baking.
7. Facility costs.
8. Hotel costs for team during Weekends when necessary.
9. Mileage for pulling the Kairos trailer is allowed at no more than \$0.30 per mile. (See note)
10. Mileage to pick up Kairos Outside guest may be reimbursed at no more than \$0.30 per mile. (See note) Other transportation for Kairos Outside Guests per program manual (pg75)
11. Mileage for one Kairos Outside person to attend closings at Kairos Inside or Kairos Torch to share about Kairos Outside may be allowed for mileage at not more than \$.30/mile. (See note)
12. Mileage for State Chair or other State Executive Team to travel to distant locations within their state for Kairos business may be reimbursed at no more than \$.30/mile. (See note)
13. Advance training registration fees and associated travel expenses (mileage at no more than \$.30/mile. (See note)) for approved Weekend Leaders or Observing Leaders. No personal checks for Advanced Kairos Training are allowed and the normal state booking process is required.
14. Registration fees and travel expenses for State Chapter Representatives, including International Council members, may be paid by the State Chapter Committee to the Annual Conference. (mileage at no more than \$0.30/mile (see note)) When registration/travel expenses are paid directly by the State Chapter account they are not reimbursed to the individual. The International Office will bill the state for approved Annual Conference attendees. Spouses attending the Annual Conference must be an active volunteer to be eligible for cost coverage for registration fees, travel, and any other related expense by the State/Advisory Council. If not, the spouse is responsible for all such costs.
15. Two laptop computers (Windows only, not a Mac or Chromebook) per Advisory Council, if preapproved by the State Chapter Committee, may be purchased using Kairos funds, provided the cost is \$600 or less. The

Kairos Weekend Leader Financial Guidance

computer is used for Kairos business only, remains in the control of the Advisory Council, is passed to future leaders for use and may not be retained by an individual. No more than 2 non-Mac laptop computers can be owned by each Advisory Council at one time. A property loan agreement must be used for Kairos owned computers, printers, and/or projectors.

16. For Kairos Outside only. One no-contract prepaid mobile phone per Advisory Council, if preapproved by the State Chapter Committee, may be purchased and used to provide a phone number for the team and a way for the Observing Leader 1 to talk to potential guests without using a personal phone number. This phone may not be used for personal use. The phone must remain in the control of the Advisory Council and passed to the appropriate person. This phone can be used for calls only; data charges are not authorized. The maximum reimbursement cannot exceed \$500 annually including the cost of the phone and the prepaid minutes.

17. Any extraordinary expense pre-approved by the State Chapter Committee, provided it falls within the guidelines of this document.

***Note:** Current law allows nonprofits to reimburse volunteers, on a nontaxable basis only, up to the charitable mileage rate or 14 cents per mile. Alternatively, volunteers are permitted to deduct their “out of pocket” expenses incurred in providing donated services – when those expenses are not reimbursed. Documentation of mileage is required by the IRS. If annual mileage reimbursement reaches \$600.00 then a 1099 must be submitted by Kairos for that volunteer.

Non-Reimbursable Expenses

1. Transportation, including gasoline or mileage, for Kairos team meetings, Weekend and Post Weekend activities.
2. No per diem allowed.
3. Cookie ingredients baked by individuals or volunteers.
4. Stationery and cost associated with personal agape letters.
5. Medical tests (e.g. TB tests) or medical expenses.
6. Basic telephone, cell phone or internet charges.
7. Medical expenses from injury or illness associated with a Kairos event.
8. Childcare services for a team member.
9. Insurance for volunteers or vehicles used for volunteer work. (Does not include insurance related to the Kairos trailers being covered.)
10. The value of "donated" labor by an individual or organization.
11. Personal property damaged or personal injury while at the Correctional Facility, meetings or other Kairos events.
12. Musical instruments.
13. No volunteer position may receive compensation for their services or

Kairos Weekend Leader Financial Guidance

home use including but not limited to Financial Secretary and Treasurer.

14. High meal or dessert cost, or high hotel costs when other options are available.

Special Notes:

- a. A persons' food stamps may not be used to purchase goods for Kairos.
- b. Gift in Kind (GIK) cannot be used for any travel expenses or Conference Registrations
- c. No payment for speakers, consultants or graduates of the program should occur using Kairos funds at the local or state level without approval by the International Office.
- d. Kairos Inside or Kairos Torch persons with family inside the facility being served cannot receive cash advances or funds from Kairos.
- e. Items such as gifts/recognition to volunteers or guests, mileage reimbursement and others are taxable items for the person and 1099's will be issued as per law.

Note: In the event of a theft of any kind and any trailer incident, the State Financial Secretary and State Chair should be notified immediately. Thereafter the office must be information also by the State Financial Secretary or State Chair. Decisions on how to address these will be on a case-by-case basis.

Do not do informal collections to keep donations and expenses off the books, i.e. "passing the hat." We want to track all donations and expenses as part of our financial integrity. For example, for a team meeting, the cost of meals should be paid based on receipts. If money is collected in the lunch line, treat it as a normal donation to be deposited.

Kairos Weekend Leader Financial Guidance

This concludes our financial guidance for you, the Weekend Leader. As “Leader,” make sure your core leadership team and coordinators who will have financial transactions know and follow these procedures.

Also, remember that your donation income should cover your expenses. In South Carolina, we have been blessed financially, so we have been able to fund all our ministry opportunities. Work with your AC-Treasurer to make sure the appeal for “Green Agape” gets out to and through your volunteers. Get organized so donations are correctly received and documented at team meetings and deposited immediately after.

In closing, we hope that finances do not become a distraction. But this aspect of Kairos must remain within the narrow riverbanks described in this guide. Your role as Weekend Leader is critical to success in this area. If you have questions, please contact your AC officers and/or the State level officers for any help you need. We are here to help you.

Kairos Check Request Form - Program Expenses

2023



Weekend, Post-Weekend, and AKT Travel Expenses

Advisory Council: _____ WK # _____ WK Dates: _____

Payee: _____ Submission Date: _____

Address: _____ Email: _____

City, State, Zip: _____ Phone: _____

Is this a reimbursement?	Type (Yes or No)	If NO, attach vendor invoice. If YES, attach itemized receipts.	
Was an advance received?	Type (Yes or No)	\$	If YES, enter amount of advance

WEEKEND EXPENSES

DESCRIPTION:

Agape	\$	
Badges	\$	
Computers Equipment	\$	
Decorations	\$	
Equipment Rental	\$	
Flowers	\$	
Gift to Church - no facility bill	\$	
Housing/Facility Rental	\$	
Meals/Food	\$	
Meetings - Team Formation	\$	
Pictures/Photos	\$	
Postage - Program	\$	
Printing/Copies	\$	
Program Materials	\$	
Storage Space Rental	\$	
Supplies/Paper Products	\$	
Vehicle/Trailer Rental	\$	
Vehicle/Trailer Rental Gas	\$	
Other (Describe)	\$	

POST WEEKEND EXPENSES

One & Two Day Retreat	\$	
Reunion Expenses	\$	
Weekly Mentoring Expenses	\$	
Weekly Prayer & Share Expenses	\$	

TRAINING EXPENSES

Annual Conf Mileage	\$	
Annual Conf Registration Fees	\$	
Annual Conf Travel & Meals Exp	\$	
AKT Travel & Meals	\$	
AKT Supplies / Other	\$	
AKT Mileage	\$	

MARKETING EXPENSES

Marketing/Promo Materials	\$	
Newsletter	\$	
Postage for Newsletters	\$	

Total Expenses:	\$	ATTACH ITEMIZED RECEIPTS AND ALL RELATED PROOF OF EXPENSES
Less Cash Advance:	\$	
Difference	\$	

Submitted by: _____ (Person Seeking Payment)

Approved by: _____ (AC KairosDonor Coor / ACFS Model 2)

Electronic signatures are acceptable / attach email approval

send approved form and all related documentation to: STATE FINANCIAL SECRETARY

TX only send to: Advisory Council Financial Secretary



MINISTRY MATERIAL ORDERING FORM

Effective February 8, 2023

Date of Order:		Date of Approval		Ship to Name:	
TX only – AC Financial Secretary:				Address:	
Enter Date of Weekend:				City/St/Zip:	
State Fin. Sect. Name:				E-mail:	
State Fin. Sect E-mail:				Prison/Advisory Council Name:	
State Fin. Sect. Phone:				Phone:	
				Kairos Weekend #	

SHIPPING INSTRUCTIONS (Select one)

☐ Ground shipping (up to 2 weeks) ☐ 3 Day shipping (Additional \$15 fee + shipping cost)

PLEASE NOTE: All orders must be approval by Financial Secretary & will be shipped after the approval is received.

Financial Secretary Approval Signature: _____

Fundraising Items

Shipped separately

- ☐ Kairos **Outside** Meal Tickets (500) \$20 per Bundle
☐ Kairos **Torch** Meal Tickets (500) \$20 per Bundle
☐ Kairos **Inside** Meal Tickets (500) \$20 per Bundle

Program Manuals:

- ☐ KMI-BOK-001 English - Kairos Inside Program Manuals \$13 each
☐ KMI-BOK-002 Spanish - Kairos Inside Program Manuals \$13 each
☐ KMI-BOK-007 English - Kairos Outside Program Manuals \$13 each
☐ KMI-BOK-008 Spanish - Kairos Outside Program Manuals \$13 each
☐ KMI-BOK-011 Kairos Torch Program Manuals \$15 each

Program Crosses:

- ☐ KMI-PRO-007 Kairos Inside Wooden Cross - with Chain \$7
☐ KMI-PRO-008 Kairos Inside Wooden Cross - without Chain \$6
☐ KMI-PRO-001 Kairos Inside Metal Cross - with Chain \$7
☐ KMI-PRO-002 Kairos Inside Metal Cross - without Chain \$6
☐ KMI-PRO-009 Kairos Outside Metal Cross - with Chain \$7
☐ KMI-PRO-010 Kairos Outside Metal Cross - without chain \$6
☐ KMI-PRO-011 Kairos Outside Wooden Cross - no Chain \$6
☐ KMI-PRO-012 Kairos Torch Metal Cross - with Chain \$8
☐ KMI-PRO-005 Texas small Kairos Inside Metal Cross - no Chain \$6
☐ KMI-PRO-006 Texas small Kairos Inside Wooden Cross - no Chain \$6
☐ KMI-PRO-003 Pennsylvania small Kairos Inside Metal Cross - with Chain \$7
☐ KMI-PRO-004 Mississippi PVC Cross - no Chain \$6 each

Program Supplies:

- ☐ KMI-BOK-014 Boys - Kairos Torch Mentoring Guides \$20 each
☐ KMI-BOK-015 Girls - Kairos Torch Mentoring Guides \$20 each
☐ KMI-PRT-004 Boys - Kairos Torch Mentoring Guide Refills \$8 each
☐ KMI-PRT-005 Girls - Kairos Torch Mentoring Guide Refills \$8 each
☐ KMI-BOK-003 English - Freedom Guides (20 per bundle) \$20 each
☐ KMI-BOK-004 Spanish - Freedom Guides (20 per bundle) \$20 each
☐ KMI-PRT-001 English - Kairos Inside Prayer & Share Cards (100 per bundle) \$10
☐ KMI-PRT-002 Spanish - Kairos Inside Prayer & Share Cards (100 per bundle) \$10
☐ KMI-PRT-003 English - Kairos Outside Swap Cards (50 per bundle) \$5
☐ KMI-PRT-021 Spanish - Kairos Outside Swap Cards (50 per bundle) \$5
☐ KMI-BOK-024 Bibles - **God's Word "Your Journey to Freedom"** (32/case) \$128
☐ KMI-BOK-023 Discussion Guide - **"Your Journey to Freedom"** (24/case) \$48
☐ KMI-PAP-001 Dissolvable Paper (100 sheets per pack) \$20 per pack
☐ KMI-PRO-017 Three-legged Stool \$12 each
☐ KMI-BOK-021 Kairos Songbook with Chords \$15 each
☐ KMI-BOK-012 Introduction to Kairos Inside booklet \$5 each
☐ KMI-BOK-009 Introduction to Kairos Outside booklet \$5 each
☐ KMI-PRO-013 White Torch Masks \$3.50 each

Your 1st case of Bibles & your 1st case of Discussion Guides are free.

KAIROS OUTREACH MATERIALS

USB Flash Drive/DVD - FREE - LIMIT 1 of per order
BROCHURES (25 per bundle) - FREE - LIMIT of 8 per order
RECRUITMENT BUSINESS CARDS (50 per pack) - FREE

- ☐ KMI-BRO-001 General Brochures - All 3 Programs
☐ KMI-BRO-003 English - Kairos Outside Brochures
☐ KMI-BRO-006 Spanish - Kairos Outside Brochures
☐ KMI-BRO-002 English - Kairos Torch Brochures
☐ KMI-BRO-005 Spanish - Kairos Torch Brochures
☐ KMI-BRO-004 English - Kairos Inside Brochures
☐ KMI-BRO-007 Spanish - Kairos Inside Brochures
☐ KMI-PRT-022 Kairos Recruitment Business Cards
☐ KMI-DVD-004 Kairos Media DVD Collection
☐ KMI-TEK-001 Kairos Media USB FLASH DRIVE

SPECIAL & LIMITED MATERIALS

- ☐ KMI-PRO-019 Kairos License Plate Holder \$3.50 each
☐ KMI-PRT-016 Kairos Bookmarks (50) \$25 per Bundle
☐ KMI-PRO-018 Kairos Blue Fish Lapel Pins (25) \$25
☐ Fabric Facemasks **with Kairos logo** \$2.50 each
☐ KMI-BOK-019 Free on the Inside Bible - L Print (20) \$50

Torch Start-up Materials

- ☐ Kairos Torch Mentoring Picture Cards (100) \$35
☐ Kairos Torch Puzzle \$20 each
☐ Kairos Torch Meditation Masks (set of 6) \$75 per set

PRISONER TO PRISONER (P2P) – SENT QUARTERLY

Note: Can ONLY be ordered by Kairos Entities

☐ 1st Qtr. ☐ 2nd Qtr. ☐ 3rd Qtr. ☐ 4th Qtr.

25 Devotionals per case: \$42.50 _____ # of ☐ Recurring

50 Devotionals per case: \$85 _____ # of ☐ Recurring

Large Quantities: (Delivered to **ONE** address for distribution to prisons)

\$1.19 per devotional for 200-399 _____

\$1.11 per devotional for 400-999 _____

\$0.94 per devotional for 1,000 or more _____

Total number of devotionals ordered = _____

Plus S&H (per 50 devotionals) = \$8.25

E-MAIL ORDER FORM to: order@kpmi.org

MAIL ORDER FORM to: Kairos Prison Ministry International, Inc., 100 DeBary Plantation Blvd., DeBary, FL 32713

Kairos Request for Cash Advance

2023



State Chapter: _____

Advisory Council: _____

Purpose of Advance: _____

Weekend #: _____

Weekend Dates: _____

Amount Requested: _____

****SFS: Does the Advisory Council have the revenue to cover the advance? Yes No**

Recipient of Advance:

Name: _____

Home Address: _____

City, ST ZIP CODE: _____

Telephone number: _____

Email Address: _____

Amount of Advance: _____

By receiving this advance, I understand and commit that the funds will be used for Kairos purposes. I understand that I must account for the use of these funds and will submit itemized receipts and remit them with the Check Request Form by the due date indicated. I will promptly return any unused funds with the paperwork to clear the advance by stated "Date Due to SFS." I understand that improper use of funds puts Kairos at risk and appropriate action may be taken by Kairos.

**Date Due
to SFS** _____

The date due is calculated by adding 30 days from the last day of the weekend / event for which you need the funds. This MUST be complete and followed.

Recipient's Signature _____

Date signed: _____

Advisory Council KairosDonor Coordinator's Signature
(Advisory Council Financial Secretary in Texas)

Date signed: _____

State Financial Secretary's Signature _____

Date signed: _____

Kairos Cash Advance Worksheet

2023

Advisory Council: _____

Wk #: _____

Name: _____

Dates: _____

Enter each receipt on a different line. Choose the Category (food, supplies, etc.) Amounts will total automatically.

Enter Amont of Advance -->

Date	Vendor	Meals	Agape	Supplies	Flowers	Choose	Choose	Choose	Choose	Vendor	TOTALS:
											-
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TOTALS (these auto-calculate)											-

When there is a balance owed to KAIROS, the balance will show as "amount"

-ZERO-

When there is a balance owed to YOU, the balance will show as "(amount)"

