

# MISSION TRIP INCOME

***This form is to be used for all money recieved for CBF mission trips.***

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

**Date:** \_\_\_\_\_ **Your Name:** \_\_\_\_\_

**Mission Trip Department & Account Code:** \_\_\_\_\_ (see back of form)

**Thank you for serving** the CBF church family with your time and resources! Use this form for all mission trip income to allow mission trip income to be processed quickly, accurately, and efficiently.

**Reminders:**

All mission trip income should be **routed through you**, the trip leader. Please ensure that your trip members know to give/mail their support checks to you. Encourage your trip members NOT to place mission trip check in the church offering nor mail them directly to the church.

**It is your responsibility** to record, track, and keep up with your trip's income and each trip member's individual income. Keep a copy of each completed income form to help you track total trip income and individual trip member's support.

**Instructions:**

- List all mission trip income/support checks on this form.
- Ensure all checks are made payable to Coppell Bible Fellowship.
- Ensure all checks have the memo section filled out (Name of Trip & person being supported).
- Place completed form & checks in **MARLA SHUBERT's** mailbox in the church office.

ITEM	NAME ON CHECK (Last name)	SUPPORT FOR (NAME)	CHECK NUMBER	AMOUNT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL AMOUNT OF CHECKS &amp; CASH RECEIVED =</b>				\$0.00 01/2021

OFFICE USE ONLY

**(OVER)**