FINANCE TRAINING
Class Income

Class Income

The Types of Class Income are:

- Class Donations

- Adult Registrations

- NextGen Registrations
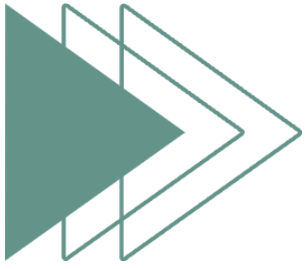
- Country Link

- Region Link

- Zone TD Gathering

Class Income Record Overview

The Class Income Record is where the money received by the class is recorded.

Class Income Record Overview

On the top right, are fields for the date and class specific information.

After entering the names for the Country Link and Region Link, it will populate the corresponding donation categories.

Class Income Record Overview

On the top left are:

- Lines for your signature and date.

- Additional lines for a second signature and date to verify the information entered on the sheet is correct.

Class Income Record Overview

The columns on the Class Income Record are for entering:

General Participant Info.
- Date
- Check # or Cash
- Class Participant
- Phone Number

Fund Categories
- Class Donation
- Adult Registration
- NextGen Registration
- Country Link
- Region Link
- Zone TD Gatherings

Total Amount Given: _____

Checks for Registration Fees and Donations

Weekly Instructions:

1.   Record checks on the *Class Income Record*.
   - Enter date, check #, participant name, phone number, and the dollar amount in the registration and/or donation category.

2.   Mail checks with the *Class Income Record*.

Date	Check # or Cash	Class Participant	Phone Number	Class Donation	Adult Registration	NextGen Registration	South Sudan	Sub-Saharan Africa	Zone TD Gathering	Total
10/1/23	9999	Susie Studies	999-999-9999	Amounts Only	Amounts Only	Amounts Only	Amounts Only	Amounts Only	Amount Only	Do Not Enter
08/13/24	5001	Mary Smith	555-123-4567	$45.00					$20.00	$65.00

Cash for Registration Fees and Anonymous Donations

Due to the cost of money orders, if registrations and donations are less than $25:

- Set aside until amount reaches at least $25 or it's the last class week of the month, whichever comes first.
- Do not record this cash on the *Class Income Record* until it's time to convert to a money order and send in.

Instructions (after $25 minimum or the last class week of the month):

1. Record cash on Class Income Record
   - Enter date, cash, "Class Cash" for class participant, and dollar amount in the correct category.
2. Convert the cash donations and registrations to one money order.
3. Pay for the money order fee with purchasing card.
4. Mail money order with the *Class Income Record*.

Date	Check # or Cash	Class Participant	Phone Number	Class Donation	Adult Registration	NextGen Registration	0	0	Zone TD Gathering	Total
10/1/23	9999	Susie Studies	999-999-9999	Amounts Only	Amounts Only	Amounts Only	Amounts Only	Amounts Only	Amount Only	Do Not Enter
08/13/24	Cash	Class Cash		$125.00	$70.00	$20.00				$215.00

Cash Donation and Donor Requests it on Their Giving Record

Due to the cost of money orders, if the donation is less than $25:

- Set aside until amount reaches at least $25 or it's the last class week of the month, whichever comes first.
- Do not record cash on *Class Income Record* until it's time to convert to money order and send in.
- The donation must be a separate money order and not combined with the other class donations for the donor to receive it on their giving record.

Instructions (after $25 minimum or the last class week of the month).

1. Record cash on *Class Income Record*.
   - Enter date, cash, class participant, phone number, dollar amount in the correct category.
2. Convert the donor's cash to a separate money order and write their name on memo line.
3. Pay for the money order fee with purchasing card.
4. Mail money order with the *Class Income Record*.

Date	Check # or Cash	Class Participant	Phone Number	Class Donation	Adult Registration	NextGen Registration	0	0	Zone TD Gathering	Total
10/1/23	*9999*	*Susie Studies*	*999-999-9999*	*Amounts Only*	*Amounts Only*	*Amounts Only*	*Amounts Only*	*Amounts Only*	*Amount Only*	*Do Not Enter*
08/13/24	Cash	Mary Smith	555-123-4567	$65.00					$20.00	$85.00

Weekly Instructions

1. **Record the money received for that week on the Class Income Record.**
    *   Follow guidance on cash received under $25.

2. **In the provided pre-paid envelope include:**
    *   Money Order(s)
    *   Check(s)
    *   Class Income Record

3. **Mail envelope to MSC.**

Note on Secure Mailing
*   Postal theft, including theft of checks is increasing. We ask that you mail the envelope inside the post office rather than putting it in the blue box on the corner or in the communal boxes in your neighborhood.
*   If mail theft is a concern in your area, the envelope may be sent with a tracking number, such as certified mail or return receipt. Use the class purchasing card to pay for any fees associated with this service.

Money Orders Reminders

Because cash cannot be mailed it must be converted into a money order.

- On the last class week of the month, create a money order regardless of the minimum amount of cash collected.

- If a donor requests their donation be added to their giving record, a separate money order will be needed for their donation. A separate Money Order must be purchased for each donor who requests a receipt for a cash donation. Receipted cash donations cannot be combined into one Money Order.

- Money orders are available at US Post Offices, grocery stores, and convenience stores.

- There will likely be a fee associated with any money order purchase. Use the purchasing card to pay the fee. Do not take the service fee out of the cash collected for the money order.

- The money order amount must match the *Class Income Record*.

Examples of Processing Weekly Class Income

| Examples	Class Received		Process	
Weekly Example 1	Cash	Less than $25	Set aside until $25 is collected or it's the last class week of the month, whichever comes first.	Mail to MSC: • Nothing mailed in for the week
	Check(s)	No checks	n/a	
Weekly Example 2	Cash	Less than $25	Set aside until $25 is collected or it's the last class week of the month, whichever comes first.	Mail to MSC: • Checks • *Class Income Record*
	Check(s)	Yes, received checks	Record checks on *Class Income Record*	
Weekly Example 3	Cash	More than $25	- Record cash on *Class Income Record* - Convert cash to money order	Mail to MSC: • Money Order • *Class Income Record*
	Check(s)	No checks	n/a	
Weekly Example 4	Cash	More than $25	- Record cash on *Class Income Record* - Convert cash to money order	Mail to MSC: • Money Order • Checks • *Class Income Record*
	Check(s)	Yes, received checks	Record checks on *Class Income Record*	
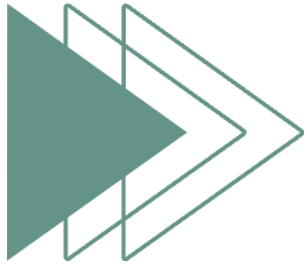
MSC Monthly Finance Report

- The Finance Dept. will provide an income report, showing class income and expenses, including online giving for the previous month.

- If you do not see expected funds or expenses on a monthly report, we ask that you wait one month for those funds or expenses to show up on the following month's reports.

- This report will be posted to FISHER under class management.
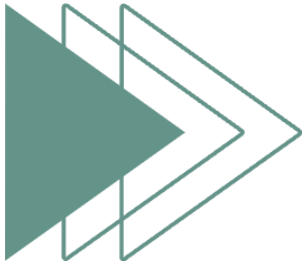
Honor/Memorial Donations

Honor/Memorial donations may be made online by an individual and an acknowledgement from CBS will be sent on behalf of the donor.

However, the online request form cannot accommodate multiple donors. If an honor/memorial donation is made in-class, please collect the following information from the class participant.

- Honoree/Memorial
- Donor Name and Address
- Person to be Notified – Name and Address

This information should be emailed to donations@communitybiblestudy.org

Honor/Memorial Acknowledgement Request Form

COMMUNITY
BIBLE STUDY

Donor Information

First Name*

Last Name*

Mailing Address*

Street

City   State   Postal Code

Host Church Gift

At the end of the class year, Host Churches are presented with a check from CBS as an expression of thanks and gratitude.

The Finance Team calculates the Host Church Gift for adult classes using the following formula to determine the amount.

The Host Church receives 15% of in-person and online class donations and registrations, minus any class expenses.

NextGen Stand Alone classes receive a check for the Host Church of $250.

Online Giving

Participants can make donations online and through the CBS App.

Benefits of giving online or through the CBS App:

- Alleviates need for manual recording in class.

- Donations are immediately attributed to class.

- Tax receipt is available at time of donation.

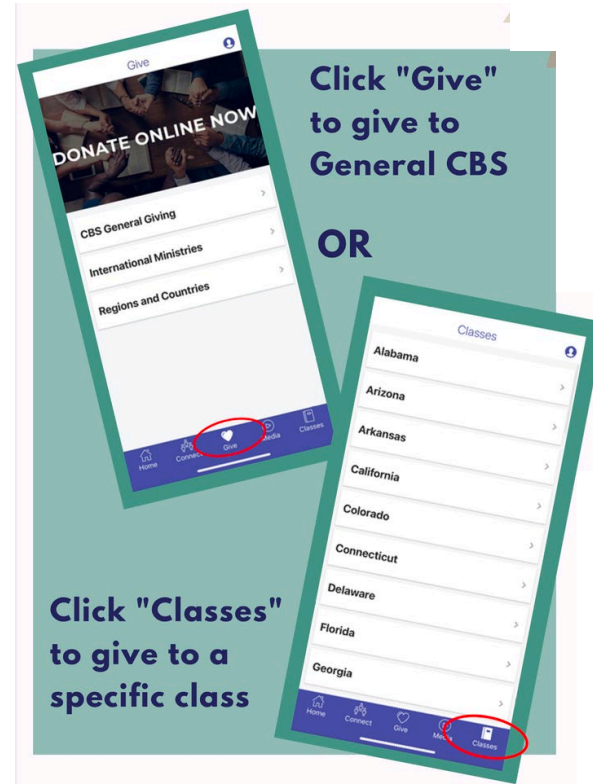**Example of the Giving Page, available on the class website.**

The CBS App

The CBS App is a convenient way for participants to give to your class.
Donations are credited to your class immediately and the donor has their giving record right on the app.

To Get the CBS App:

Scan QR code or search App Store for "Community Bible Study"

This Completes the Training on Class Income