



FINANCE TRAINING

Class Income Record Part 2





The columns on the Class Income Record are for entering:

- Date
- Check # or Cash
- Class Participant
- Phone Number

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

Total Amount Given:

[illegible]



Finance Training

Class Income Record

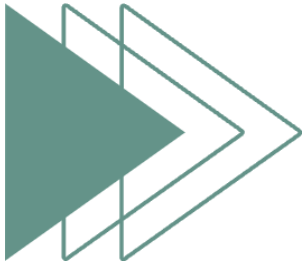
Checks for Registration Fees and Donations

Record checks on the *Class Income Record*.

- Enter check date, check #, participant name, phone number, and the dollar amount in the registration and/or donation category.

Check Date	Check # or Cash	Class Participant	Phone Number	Class Donation	Adult Registration	NextGen Registration	0	0	Zone TD Gathering	Total
<i>10/1/2023</i>	<i>9999</i>	<i>Susie Studies</i>	<i>999-999-9999</i>	<i>Amounts Only</i>	<i>Amounts Only</i>	<i>Amounts Only</i>	<i>Amounts Only</i>	<i>Amounts Only</i>	<i>Amount Only</i>	<i>Do Not Enter</i>
08/13/25	5001	Mary Smith	555-123-4567	\$25.00	\$35.00	\$10.00				\$70.00





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Class Income Record

Weekly Instructions

- 1. Record the money received for that week on the Class Income Record.**
 - Follow guidance on cash received under \$250.
- 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.






Please print one-sided only.

Settings




Print Active Sheets
Only print the active sheets


Pages: to




Print One Sided
Only print on one side of th...




Collated
1,2,3 1,2,3 1,2,3




No Staples




Landscape Orientation



Letter
8.5" x 11"

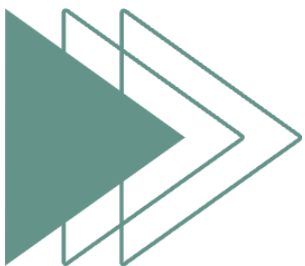


Narrow Margins
Top: 0.75" Bottom: 0.75" Lef...



Fit All Columns on One Page
Shrink the printout so that it...

[Page Setup](#)



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Class Income Record

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 the 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 a 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
1/1/2025	Check 12345 or CASH	Susie Studies or CLASS CASH	999-999-9999	Amounts Only	Amounts Only	Amounts Only	Amounts Only	Amounts Only	Amount Only	Do Not Enter
08/25/25	Cash	Class Cash		\$15.00						\$15.00
08/25/25	Cash	Jane Doe	(123) 555-4567	\$250.00						\$250.00





Finance Training

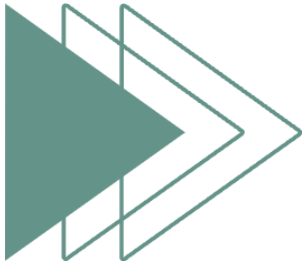
Class Income Record

Money Orders Reminders

Because cash cannot be mailed, it must be converted into a 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*.
- If the merchant cannot accept the P-card, please use personal funds and submit a Class Expense Reimbursement form.
 - Note: The minimum amount for reimbursement is \$5.00





WellsOne Training

Class Income Record

This Completes
The Video Training on the Class Income Record – Part 2

