

## **Epiphany Weekend Treasurer Responsibilities**

1. **Attend** all Team Meetings and **collect any monies**.
  - a. Monies may include, but not limited to: Team member donations, outside donations, shirts, aprons, decals, note cards, meal tickets, name tags, etc.
2. **Dispense reimbursements**.
  - a. Collect receipts for reimbursement, documenting appropriately.
    - i. Who was reimbursed? Name and address, which can be found on the Team Roster.
    - ii. What was reimbursed?
    - iii. Why was item purchased? (i.e., Agape, Kitchen, Recreation, Team Meeting, etc.)
    - iv. How did you reimburse? Cash or check?
3. **Document all transactions**.
  - a. You may use whatever method you need to keep appropriate transaction records. You can use an accounting program such as QuickBooks or Quicken, you can use Excel, or you may just choose to hand write everything out in ledger form; any of those methods are acceptable.
  - b. Please itemize. Make note if a check was received to cover a shirt, an apron and a team donation.
  - c. Please itemize. Make note if you wrote a check for Wal-Mart, please state for what items, such as Agape, Kitchen, etc.)
4. **Issue a receipt** for anyone needing it for tax purposes.
5. **Send Thank You notes** to each person outside of Epiphany who made a donation.
6. **Encourage Team Members** to solicit donations from their churches, friends, and family.
7. **Inform the Lay Director** of monetary balances before, during, and after their weekend.
8. **Return the inventory** from the Starter Kit back to Premier. Instructions are on the bottom of the packing slip.
9. **Send all but \$1000** to the State Board Treasurer. **Anne Wilkinson, PO Box 11298 Spring, TX 77391**.
  - a. Send a copy of the Team Roster with addresses, phone numbers and emails.
  - b. Send a copy of all contributions with contributor addresses.
  - c. Send all receipts for purchases.
  - d. Send all bank statements issued between this weekend and the last weekend submission.
  - e. Send ledgers with all transactions for the weekend. (example below)

Item No.	Date	Description of Transaction	Payment / Debit - minus	Deposit / Credit + plus	Balance \$ 1000.00
248	01.01.2014	WalMart	42.35		\$ 957.65
		Paper Goods, Soda, Cookies, Play-Doh			
249	01.02.2014	Pizza Hut	336.78		\$ 620.87
		Team Meeting #1 lunch			
	01.03.2014	Deposit		1250.00	\$ 1870.87
		10 Team donations; 2 shirts			
	01.05.2014	Deposit		82.00	\$ 1952.87
		Donations from Team Meeting #1			
250	01.02.2014	John Doe	25.00		\$ 1927.87
		CCLI License for all units			
251	01.30.2014	Epiphany Ministries of Texas	927.87		\$ 1000.00
		Outstanding monies for weekend			

# Epiphany Ministries of Texas, Inc. Budget Worksheet for:

(Facility) \_\_\_\_\_

(Weekend Number) \_\_\_\_\_

(Dates) \_\_\_\_\_

**THIS REPORT IS DUE WITHIN 60 DAYS AFTER YOUR WEEKEND**

**Return completed form to:**

**Anne Wilkinson      PO Box 11298      Spring, TX      77391**

BEGINNING BALANCE

(This number should be your ending balance from the last weekend)

ENDING BALANCE

(Should be \$1000.00)

(Exceptions should be discussed)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**INCOME:**

**TEAM DONATIONS**

Weekend Fees      \$ \_\_\_\_\_

Shirts      \$ \_\_\_\_\_

Aprons      \$ \_\_\_\_\_

Team Manuals      \$ \_\_\_\_\_

Decals      \$ \_\_\_\_\_

Note Cards      \$ \_\_\_\_\_

Meal Tickets      \$ \_\_\_\_\_

Other \_\_\_\_\_      \$ \_\_\_\_\_

Other \_\_\_\_\_      \$ \_\_\_\_\_

# OF STARS      \_\_\_\_\_

# OF TEAM MEMBERS      \_\_\_\_\_

# OF NEW TEAM MEMBERS      \_\_\_\_\_

# OF SUPER STARS      \_\_\_\_\_

# OF STAFF PRESENT      \_\_\_\_\_

# OF OBSERVERS      \_\_\_\_\_

Starter Kit Inventory Return Date      \_\_\_\_\_

**NON-TEAM DONATIONS**      \$ \_\_\_\_\_

**TOTAL INCOME**      \$ \_\_\_\_\_

**EXPENSES:**

Postage/Shipping/Packing      \$ \_\_\_\_\_

Food and Kitchen Supplies      \$ \_\_\_\_\_

Agape Supplies      \$ \_\_\_\_\_

Prayer Supplies      \$ \_\_\_\_\_

Skits and Recreation Supplies      \$ \_\_\_\_\_

Music Supplies      \$ \_\_\_\_\_

Trailer      \$ \_\_\_\_\_

Storage      \$ \_\_\_\_\_

Other      \$ \_\_\_\_\_

Other      \$ \_\_\_\_\_

**Signed:** Lay Director      phone # \_\_\_\_\_

**Signed:** Weekend Treasurer      phone # \_\_\_\_\_

**TOTAL EXPENSES**      \$ \_\_\_\_\_

Total Sent to State: (Beginning Balance plus (+) Total Income minus (-) Total Expenses minus (-) \$1000)      \$ \_\_\_\_\_

# Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency <b>Epiphany Ministry of Texas, Inc</b>	
Address (Street & number, P.O. Box or Route number) <b>PO Box 590578</b>	Phone (Area code and number)
City, State, ZIP code <b>Houston, TX 77259</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

---

---

---

---


---

Purchaser claims this exemption for the following reason:

**Epiphany Ministry of Texas, Inc. is a 501(c)(3) non-profit organization.**  
**Tax Number 75-2668144**

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

	Purchaser	Title	Date
		Epiphany Ministry of Texas, Inc. Rep.	

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.**  
**Do not send the completed certificate to the Comptroller of Public Accounts.**