



ADVISORY COUNCIL FINANCIAL GUIDE

Dated February 4, 2017
(rev 12/8/18)

KAIROS FORM PROCESSING OVERVIEW

Kairos Prison Ministry International, Inc. Financial Policies and Procedures Manual dictates how each Advisory Council is to manage their funding. This manual can be found on <http://www.mykairos.org/docs/kpmi/fpp.pdf> website. Ordering supplies must comply with these policies and procedures.

All forms are available at the www.kairosva.org website under
"Team Tools" / "Documents & Forms" /
"How to submit Documents & Forms" / "Submitting Documents & Forms".

Section A: Supplies & Training

All the forms listed below are to be processed the same way. Each form is to be completed by the Kairos Volunteer, sent to the Advisory Council Donor Coordinator to approve, & then forwarded to the State Treasurer.

It is important to understand that this processing procedure OVERRIDES any processing instructions to the contrary on these standard KPMI forms.

State Treasurer: John (Bucky) Hammond
[eMail to: jshammond2@gmail.com](mailto:jshammond2@gmail.com)
1937 Woodberry Mill Rd.
Powhatan VA 23139
434-656-2862

To order these Weekend Supplies See "how to" details below

Green Name Badges (use Ministry Material Ordering Form)

Bibles (use Ministry Material Ordering Form)

EZRA Software (use Ministry Material EZRA Order Form)

Donor Software (use Kairos Donor Order Form)

AKT Training (use AKT Registration Form)

(Note: The AKT Registration Form must also be approved by the Advisory Council Chair. A copy of the AKT Registration must also be sent to the Host State Point of Contact)



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I. Ordering Ministry Weekend Supplies from International Office (KPMI):

When the **Weekend leader, Coordinator and Volunteer** inventories supplies on hand and orders any necessary weekend supplies (crosses, Freedom Guides, etc.) use the latest Supply Ordering Forms found and downloaded on <http://www.mykairos.org/downloads.html> website.

NOTE: Your Advisory Council will only be reimbursed after providing ORIGINAL receipts. Please follow the instructions on these forms to ensure receipt reimbursement!
(see sample below)

Use the **Supply Ordering Form** available on <http://www.mykairos.org/order.html>
(This supply order has the current pricing and information.)

Do NOT call, mail or email your completed form directly to the KPMI International office.

Once the **Supply Order Form** is completed send it to your **AC Donor Coordinator**. The **AC Donor Coordinator** will approve the order and forward it to the:

State Treasurer: John (Bucky) Hammond
[eMail to: jshammond2@gmail.com](mailto:jshammond2@gmail.com)
1937 Woodberry Mill Rd.
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The **State Treasurer** will then forward the supply order to the **State Financial Secretary** and submit it to KPMI.



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Complete the Supply Order form using the following sample



MINISTRY MATERIAL ORDERING FORM

Effective October 26, 2018

Bill-to-State: Virginia → → ¶	Ship-to-Name: ¶ (Name of person receiving shipment) ¶
TX-&-CA-only Bill-to-Council: N/A ¶	Address: ¶ (Address of person receiving shipment) ¶
Enter Date of Weekend ¶ (enter weekend date) ¶	City/St/Zip: ¶ (city/state/zip receiving shipment) ¶
State-Fin.-Sect.-Name: ¶ Wauneta Montague ¶	E-mail: ¶ (email address of person receiving shipment) ¶
State-Fin.-Sect.-E-mail: ¶ kairosva.financialsecretary@gmail.com ¶	Prison/Advisory Council-Name: ¶ (Prison & AC Name) ¶
State-Fin.-Sect.-Phone: ¶ 434-239-3250 ¶	Phone: ¶ (# of person receiving order) ¶ Kairos Weekend-#- ¶ (WE#) ¶

II. To order EZRA or Donor Software:

Follow instructions below and use the applicable forms available on the <http://www.kairosva.org/Download Forms and Docs.html> website. Send completed form to your **AC Donor Coordinator**. The AC Donor Coordinator will approve the order and forward it to the **State Treasurer**.

III. To order Bibles

1: To order by Email:

Email the **State Treasurer** at: jshammond2@gmail.com and **AC Donor Coordinator**

The email should include your institution name, weekend #, number of **cases** of English Bibles (24 in a case.) number of Spanish Bibles and a ship to address. Allow 2 weeks for delivery. The Bibles will be shipped to the **Ship to:** address.

2. To order by Supply Order:

Submit completed **Supply Order Form** to your **AC Donor Coordinator**. The **AC Donor Coordinator** will approve the order and forward it to the:

State Treasurer: John (Bucky) Hammond

eMail to: jshammond2@gmail.com

1937 Woodberry Mill Rd.

Powhatan VA 23139

434-656-2862

Send the order form to the AC Donor who will send to the State Treasurer.



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IV. To order green name badges

1: To order by Email

Email the **State Treasurer** at: jshammond2@gmail.com and **AC Donor Coordinator**

Be sure to include your institution name, weekend #, names, ship to name and address

Allow 2-3 weeks for delivery. The Badges will be shipped to the **Ship to:** address.

2. To order by Supply Order

Submit completed **Supply Order Form** to your **AC Donor Coordinator**. The **AC Donor Coordinator** will approve the order and forward it to the:

State Treasurer: John (Bucky) Hammond

eMail to: jshammond2@gmail.com

1937 Woodberry Mill Rd.

Powhatan VA 23139

434-656-2862

V. Training Request

1. To register for AKT (Out of State ONLY)

Use the **Universal AKT Registration Form** available on

http://www.kairosva.org/Download_Forms_and_Docs.html website under the Team Tools / Training menu. Send the completed form to your AC Chair. The AC chair will approve and send it to your **AC Donor Coordinator** who will forward a copy to the **State Treasurer and Host State Point of Contact**. Allowable reimbursable travel expenses must be submitted on **Expense Reimbursement Form** (see below)

TO REGISTER FOR AKT (In Virginia)

Use the **Universal AKT Registration Form** available on

http://www.mykairos.org/docs/kpmi/akt_registration_form.pdf website under the Team Tools / Training menu. Send the completed form to your AC Chair. The AC chair will approve and send it to your **AC Donor Coordinator** who will forward a copy to the **State Treasurer** and the **Virginia AKT Point of Contact**. Allowable



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reimbursable travel expenses must be submitted on **Check Request** form
(*formally Expense Reimbursement Form*)

VI. Miscellaneous Weekend Supplies

As long as the expenses are within the Councils Weekend Budget as soon as possible after the weekend, the **Weekend Leader/Coordinator** or whoever purchases supplies for the weekend sends the **Check Request** form (*formally Expense Reimbursement Form*) available on http://www.mykairos.org/docs/kpmi/check_request.xlsx with copies of the receipts to the **AC Donor Coordinator**, who will review the documents, sign off on the **Check Request** form, and forward everything to the **State Financial Secretary** at:

kairosva.financialsecretary@gmail.com.

No payment can be made without the form and receipts.

Section B: Financial

All the forms listed below are to be processed the same way. Each form is to be completed by the Kairos Volunteer, sent to the Advisory Council Donor Coordinator to approve, and then forwarded to the State Financial Secretary. **It is important to understand that this processing procedure OVERRIDES any processing instructions to the contrary on these standard KPMI forms.**

State Financial Secretary: Wauneta Montague

kairosva.financialsecretary@gmail.com

4615 Ferncliff Drive, Lynchburg, VA 24502

434-239-3250

Kairos Check Request (*formally Expense Reimbursement Form*)

Cash Advance Request (**Note: This form must also be approved by the Advisory Council Chair prior to sending to the Donor Coordinator**)

Cash Receipt Log (must also include a copy of the Bank Validated Deposit Slip)

Advisory Council Quick Books Export Transaction report (Due monthly by the 15'th)

All forms are available at the www.kairosva.org website under

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"How to submit Documents & Forms" / "Submitting Documents & Forms".



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It is the responsibility of the **Advisory Council Donor Coordinators** to keep copies of all Cash Receipt Logs and Bank Validated Deposit Slips to enter donations into Donor and to document cash received for annual audit review. Copies of all Supply orders and Training forms should also be kept for the Advisory Council Donor Coordinator to verify the amounts charged to their respective Advisory Councils.

Reimbursements:

Note: Reimbursements may be made to any Kairos volunteer for the following reasonable expenses within the calendar year they are incurred:

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.
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.
7. Facility costs.
8. Advanced training registration fees and associated travel expenses for approved Weekend Leaders. All fees are paid by the State but charged against the AC's sub-account.
9. Registration fees and travel expense for State Representatives, including Board members and International Council members by the State to the Kairos Annual Conference. Registration fees are normally paid directly by the State Individual travelers would make their own transportation arrangements and submit a request for reimbursement.
10. Any extraordinary expense pre-approved by the State Chapter Committee, or the Advisory Council.

(NOTE: AC's CANNOT make "donations" to other organizations but they may pay a sponsoring church a fee for use of their facilities or meals provided to the team members.)



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Reimbursement will NOT be made for the following expenses:

1. Transportation, including gasoline or mileage, for Kairos team meetings, Weekend and Post Weekend activities.
2. Cookie ingredients.
3. Stationery and cost associated with personal agape letters.
4. Medical tests (e.g. TB tests).
5. Basic telephone, cell phone or internet charges.
6. Medical expenses from injury or illness associated with a Kairos event.
7. Child care services for a team member.
8. Insurance for volunteer or vehicles used for volunteer work. (Does not include insurance related to a Kairos trailer being covered.)
9. The value of "donated" labor by an individual or organization.