

RECEIPTS DEPOSIT FORM

IOWA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

Attn: Accounts Receivable
2301 Rittenhouse St
Des Moines, IA 50321-3101

Currency \$ _____

Coin \$ _____

Checks \$ _____

Total Deposit \$ _____

Date: _____

Deposit into Account # _____

Fund name _____

Description of Receipt: _____

Your Name: _____ Telephone: _____

E-Mail: _____

All Checks Should Be Made Payable To: Iowa Annual Conference

If unsure of what account or type of receipt you are submitting, refer to the following:

1. **Is the receipt from a charitable gift, offering or grant?**
If no, proceed to question 2.
If yes, A) Is there a church that should receive credit for this gift?
If so, list church name & church number above
B) Did the donor place a restriction on use of the receipt?
If no, record as charitable gift - unrestricted.
If yes, describe the restriction above.
2. **Is the receipt a fee, either registration or participation?**
If no, proceed to question 3.
If yes, describe the purpose of the fee above.
3. **Is the receipt for sale of goods or services?**
If no, proceed to question 4.
If yes, describe the type of goods sold or service provided above.
4. **Is the receipt some other type of revenue not described above?**
Please describe in detail above.

Please Include Any Supporting Documentation.