



Kairos Prison Ministry International

**KOT – Financial Secretary - Training Material
2023Version**



Changing Hearts. Transforming Lives. Impacting the World.



Overview of the Training Session

Before Training Class

- **Watch Donor Training Videos**
 - Kairos Donor Overview
 - Getting Familiar with Kairos Donor's Style
- **Read Kairos Financial Policies & Practices**
- **Read FFP Job Description (Model 2)**

Training

- **End of Year Processing**
- **Recording Donations**
- **Creating Checks**
- **Paying KPMI Invoices**
- **Month End Processing**
- **Additional Information**

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Overview of the Training Session

End of Year Processing

- Year End Close
- Pass On File from Donor
- Producing IRS Letters
- State Chapter Affiliation Fees
- Audit Fees
- KPMI 4th Qtr Affiliation Fee (Due end of Jan)



Year End Close

- **When?**
 - **DO NOT** process Year End Close until you have received confirmation from your Data Entry person that they have successfully reconciled your December Month End Close data.
 - Make your normal monthly backup first
- **Where in Donor?**
 - Set Up & Tools/Infrequent Actions/Year End Close Out
- **Follow the steps in Donor**



Pass On File

- **When?**
 - Only need to perform this task if a new Financial Secretary is taking over in 2022.
 - After Year End Process is complete
- **Where in Donor?**
 - Set Up & Tools/Infrequent Actions/Create Pass On Copy of Kairos Donor
- **Follow the steps in Donor**



IRS Letters

- **When?**
 - After Year End Close completed
 - **Must be completed and mailed by end of January 2022.**
- **Where in Donor?**
 - Nurture Donors Support/IRS Letters
- **Follow the steps in Donor**
 - Edit and save the standard letter to ensure all information is correct.
 - Verify the name and title is correct for the person sending the letter
 - Donor Tutorial provides hints about size and printing of labels
 - Edit the mail list to eliminate incomplete addresses.



State Chapter Affiliation Fee

- **When?**
 - Before end of January, you will receive an invoice for the amount your Ad Council owes.
 - **Payment is due by the end of February**
- **State Chapter Affiliation Fee is based on several factors:**
 - Ad Council Donor Bank Balance as of 12/31/2022, plus open Advances
 - Less 4th Quarter KPMI Affiliation Fee, Capital Expenses in Jan 2023, and Interministry Transfers to another Ad Council in Jan 2023.
 - Invoice amount will be the resulting amount at 15%
 - **Exceptions:**
 - If resulting amount is less than \$1000, no fee is due
 - If resulting amount is more than \$25,900, the fee will be capped at \$3,885



State Chapter Affiliation Fees (cont)

- **Based on normal Month End Processes, KOT already knows:**
 - Donor Bank Balance
 - Open Advances
 - 4th Qtr KPMI Affiliation Fee
- **If you have qualifying Capital expenses in Jan 2023, please send**
 - CDV
 - Signed Check
 - Check Request
 - Receipt/Invoice
- **If you processed a payment of an Interministry Donation, send**
 - CDV
 - Signed Check
 - Check Request



Audit Fees

- **Audit Fees**
- **Standard Amount of \$80 per Ad Council**
- **Pay with State Affiliation Fee due by the end of February 2023**
- **Okay to send one check including both Fees.**



Invoice Sent by State

INVOICE - 2022 STATE CHAPTER AFFILIATION & AUDIT FEE			
Unit Name: ALLRED		As of 12/31/21	
	Dec. Donor Book Balance		\$ 20,499.48
Plus	Outstanding Advance		\$0.00
	SubTotal - Bank Balance + Advances		\$20,499.48
Minus	4th QTR KPMI Aff Fee		\$113.17
Minus	Equipment Purchases		
Minus	Interministry Transfers		
	Subtotal - Fee - Purchase + Transfers		\$113.17
Equal	Net Basis		\$20,386.31
times	12% of Basis		0.12
Equal	2021 State Chapter Affiliation Fee		\$2,446.36
	PAY THIS AMOUNT TO KOT		\$2,446.36
	Under Ad Council General, use Account		
	"State Chapter Affiliatin Fee"		
	2021 KPMI Audit Fee		
	PAY THIS AMOUNT TO KOT		\$95.00
	Under Ad Council Genera, use Account		
	"Audit Fee"		
	TOTAL CHECK AMOUNT		\$2,541.36
	Use the feature in Donor "Charge Multiple Account Numbers" and write only one check		
	Send check to: KOT Treasurer		
	P. O. Box 79084 Saginaw, TX 76179		
	Payment due Feb 28, 2021		

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State Affiliation & Audit Fees (cont)

- Select “Charge Multiple Account Numbers”
- One line for “State Chapter Aff Fee”, another for “Audit Fee”

TX State Chapter
2301 Oak Forest Ct
Arlington, TX 76012

Date: 2/15/2023 > Today XXXX
> Calendar Check No.

Kairos Weekend Ad Council General > Clear

Pay To The Order Of... Kairos of Texas > New Payee \$ 280.00

TWO HUNDRED EIGHTY and NO/100

Kairos Prison Ministry of Texas
 P.O. Box 79084
 Saginaw, TX 76179

Charge Multiple Account Numbers ←

Acct No: _____

Memo: _____

Multiple Account Split			Clear	Amount
Account 1	State Chapter Affiliation Fees	>		200.00
Account 2	Audit Fee	>		80.00
Account 3		>		
Account 4		>		
Account 5		>		

Amount Categorized
280.00

Amount To Go
0.00



Recording Donors and Donations

- **Video Tutorial on Entering Donors (11 mins)**
- **Video Tutorial on Entering Donations (17 Mins)**
- **Video Tutorial on Recording Deposits (8 mins)**

Writing Checks

- **Video Tutorial on Writing Checks (4 mins)**

Paying KPMI Invoices

Month End Processing

- **Video Tutorial on Reconciling Bank Statement / Donor (4 mins)**
- **Video Tutorial on Uploading Monthly Reports (5 mins)**



Paying KPMI Invoices

 Inv_SEP22TXdani_from_Kairos_Prison_Ministry_International_Inc_868253_12916.pdf
93 KB



Invoice *Due: 11/03/2022*
SEP22TXdani

Amount Due: **\$212.95**

The Interministry Payment Request Form # SEP22TXdani for \$212.95 is attached. Please remit payment before the due date of 11/03/2022.

Please review the detail in the invoice and let us know if you have any questions at all. We will be happy to answer any questions you might have.

In His Service,

Kris Buchanan
Kris@kpmi.org
407-629-4948

**Please do not send a check. Click on the blue "View & Pay" button to remit payment electronically.

[View & Pay Invoice](#)

Financial Secretaries pay KPMI Invoices



Paying KPMI Invoices

Interministry Payment Request Form

Kairos Prison Ministry
International, Inc.

Phone # 407-629-4948

billing@mykairos.org

Fax # 407-629-2668

kairosprisonministry.org

Program Materials

Date	Reference #
9/30/2022	SEP22TXdani

Payable To
Kairos Prison Ministry International, Inc.

Bill To
Kairos Texas Daniel Financial Secretary

Due Date
11/3/2022

Description	Qty	Rate	Amount
Freedom Guides-English (pack of 20)	8	20.00	160.00
Freedom Guides-Spanish (pack of 20)	1	20.00	20.00
Grouping Cards English (pack of 100)	2	10.00	20.00
Shipping Charges (Jerry Sefcik, Daniel)	1	12.95	12.95
Subtotal -----			212.95



Paying KPMI Invoices



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Kris Buchanan
Kris@kpmi.org
407-629-4948

**Please do not send a check. Click on the blue "View & Pay" button to remit payment electronically.

[View & Pay Invoice](#)



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Paying KPMI Invoices

PAYMENT AMOUNT

\$212.95 [Reset](#)

Pay with bank transfer

Account type

Personal checking

Routing number

1110005555

Account number

0725556666

Confirm account number

0725556666 num

Account holder's name

Max Duggan

Save a payment method for faster future payments. [Sign in](#) or [create account](#)

By selecting **Pay**, I accept the [Terms of Service](#) and have read and acknowledge the [Privacy Statement](#). I also allow Intuit to charge \$212.95 to my bank account on December 7, 2022.

**Kairos Prison Ministry
International, Inc.**

Invoice Sep22TXDani

Due date December 19, 2022

Invoice amount \$212.95

Total \$212.95

[View invoice](#)



Merchant details

Email: billing@mykairos.org



Information is protected and kept confidential

Pay \$212.95



Fill In





Success!

Merchant	Kairos Prison Ministry International, Inc.
Payment method	Bank ****7694
Transaction ID	ar8wn0tl
Due date	December 19, 2022
Invoice amount	\$212.95
Total	\$212.25

[Tell us how we can make paying an invoice better](#)

[Download receipt](#)

[Download invoice](#)





Paying KPMI Invoices

Payment receipt

You paid \$212.95

to Kairos Prison Ministry International, Inc. on October 30,
2022

Invoice no.	SEP22TXdani
Invoice amount	\$212.95
Total	\$212.95
Status	Paid
Payment method	***5045
Authorization ID	AR48TAA7

Make copies of
Invoice & Receipt

Thank you

Kairos Prison Ministry International, Inc.

billing@mykairos.org

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Posting Payments to Donor

Interministry Payment Request Form

Kairos Prison Ministry
International, Inc.

Program Materials

Phone # 407-629-4948

billing@mykairos.org

Fax # 407-629-2668

kairosprisonministry.org

Date

Reference #

9/30/2022

SEP22TXdani

Bill To

Kairos Texas Daniel

Payable To

Description

Qty

Rate

Amount

Freedom Guides-English (pack of 20)

8

20.00

160.00

Freedom Guides-Spanish (pack of 20)

1

20.00

20.00

Grouping Cards English (pack of 100)

2

10.00

20.00

Shipping Charges (Jerry Sefcik, Daniel)

1

12.95

12.95

Subtotal -----

212.95

Freedom Guides-English (pack of 20)

8

20.00

160.00

Freedom Guides-Spanish (pack of 20)

1

20.00

20.00

Grouping Cards English (pack of 100)

2

10.00

20.00

Shipping Charges (Jerry Sefcik, Daniel)

1

12.95

12.95

Subtotal -----

212.95



Posting Payments to Donor

TX State Chapter
2301 Oak Forest Ct
Arlington, TX 76012

Date: 9/14/2022 > Today SEP22TXDan
> Calendar Check No.

Kairos Weekend TX State Chapter 35 > Clear

Pay To The KPMI > New Payee \$ 212.95
Order Of... TWO HUNDRED TWELVE and 95/100

Charge Multiple Account Numbers

Acct No: _____

Memo: _____

Multiple Account Split		Clear	Amount
Account 1	Freedom Guides	>	180.00
Account 2	Grouping Cards	>	20.00
Account 3	Shipping & Handling	>	12.92
Account 4		>	
Account 5		>	
Account 6		>	
Account 7		>	

Amount Categorized: 212.92
Amount To Go: 0.03

Cancel



Posting Payments to Donor

Daniel

11/01/2022

QuickBooks Export Transaction Report

Exported From: October

Thru: October

Transaction Type	Transaction Date	Amount	Account	Person/Organization Description
Check No	Deposit #			
Check SEP22TXdan	10/30/2022	212.95		KPMI Freedom guides, grouping cards and shipp
		180.00	Freedom Guides	
			Interministry Materials Cost:Participant Materials	
		20.00	Grouping Cards	
			Interministry Materials Cost:Participant Materials	
		12.95	Shipping & Handling	
			PROGRAM:Weekend Expenses:Postage & Shipping	



Transmitting Data to State Financial Secretary

- **Cover Email should include summary information:**
 - End of Month Donor Bank Balance
 - Amount of Open Advances
 - Amount owed to KPMI Affiliation Fee (at end of each Quarter)
- **Reports/Files to transmit:**
 - Donor Bank Reconciliation Report
 - QuickBooks Export Report (no activity, no report)
 - Copy of Bank Statement
 - Excel IIF File
 - KPMI Affiliation Fee Report (at end of each Quarter)
- **Deadline for transmitting data is the 15th**



Transmitting Data to State Financial Secretary

- **What happens to the data you transmit?**
 - Each Ad Council has a designated Data Entry Support person
 - This person takes your data and transfers and reconciles it to the KPMI QuickBooks system.
 - After it is reconciled in QB, the Data Entry Person notifies you that your data is good.
 - They will also send you a copy of your AC's YTD P&L report
 - Then you can begin entering the current month's data.



Other Information

- **KOT uses TeamViewer 14 when it is necessary for a support person to view the information on your computer**
- **Storage Unit Fees that overlap a year:**
 - **Include in the check comments – “Covers Month/Year thru Month/Year”**
 - **Data Entry Support folks, include time frame in QB entry.**
- **Documentation required for Checks and Deposits**
 - **KOT Web Site – kairostatexas.org**
- **All checks mailed to KOT should be addressed to:**
 - **Kairos of Texas, PO Box 79084, Saginaw, TX 76179**



Other Information

- **The Data Entry Support folks:**
 - **Dave Allred, 817 480-2178, dave.allred@reagan.com**
 - **Betty Born, 903 262-8396, bettyborn41@gmail.com**
 - **Evanet Gallant, 325 365-1940, gwgallant@hotmail.com**
 - **Martha Montgomery, 972 754-0700, kotdataentry@gmail.com**
 - **Carol Weiser 512 350-6078, cweiser43@gmail.com**
 - **Berna Younger, 903 714-6554, bernarae1945@gmail.com**

 - **George Brown, 925 363-4708, gb3mjb@att.net**
 - Best way to contact George is via email.
 - Don't text him since he doesn't read

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Other Information

- New 2022 Forms are found on MyKairos.org, Click on “[Downloads](#)” and scroll down to “[Financial](#)”

Financial

To enable all features, please be sure to download the forms to your computer and then open.

- **Financial Policies and Practices PDF File**
 - FPP Job Descriptions **PDF File**
 - Budget Worksheets **Spreadsheet File**
 - Budget Template for Advisory Councils **Spreadsheet File**
- Cash Advance Clearing Worksheet **Spreadsheet File**
- Cash Disbursement Voucher **PDF File**
- Chart of Accounts Glossary **PDF File**
- Check Request Form **Spreadsheet File**
- Property Loan Agreement **Doc File**
- Request for Cash Advance **PDF File**
- Request to Open or Make Changes to a Bank Account **PDF File**
- Receipt Log **PDF File**

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Wrap Up

Any Other Questions?

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