Trust Counselors Network, Inc.

P.O. Box 605 - 190 Bethlehem Pike – Suite One
Colmar, PA 18915
(215) 822-6601 – Fax (215) 997-9545
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# *Project Activity Report*

Project Name: _____ Acct.: # _____

**Deposits: Total amount of this deposit (all checks and or cash)** _____

Total Number of Items _____

- Always make copies of all checks to be deposited into your account and attach an adding machine tape reflecting the total amount of the deposit. Once confirmed and reviewed by _____ you record that amount on the line above for the total amount of deposit.
- Note, all deposits must clear the bank before funds can be drawn against them.
- Note, any foreign currency checks whether in US dollars or not will be held until it is cleared by the bank with correct amount of the actual cleared amount.
- TCN will receipt ALL gifts.

List Donors:

Disbursements

_____
1. Please make a check payable to

_____
Address, City, State, Zip

_____
Address, City, State, Zip

_____
Description for/of Disbursement:

_____ _____
TCN GL code: Amount of Check

_____
2. Please make a check payable to

_____
Address, City, State, Zip

_____
Address, City, State, Zip

_____
Description for/of Disbursement:

_____ _____
TCN GL code: Amount of Check

GL Codes most commonly used

| Discription | Code |
|---|---|
| Benevolence (see application rules) | 5005 |
| Capital Expenses (large) | 1500 |
| Contract Labor (1099) | 5010 |
| Donations to other Charities | 5015 |
| Equipment Purchases (small) | 5020 |
| Fund Raising (by event) | 5025 |
| Grants & Scholarships | 5030 |
| Honorariums | 5035 |
| Insurance Costs | 5040 |
| Miscellaneous Expenses | 5045 |
| Office Expenses | 5050 |
| Printing | 5055 |
| Productions | 5060 |
| Publications & Media | 5065 |
| Rent & Utilities | 5070 |
| Retreats & Meeting | 5075 |
| Taxes & Fees | 5080 |
| Telephone & Web & Internet | 5085 |
| Travel | 5090 |

Note:
- If you need more space to describe the reasons and rational for the disbursement please attach additional pages rather than skimping on description.
- You must provide original documentation and receipts when requesting funds.
- You must describe how this expenditure will assist in your charitable purposes.
- Only project managers can request disbursements.
- TCN Board of Directors will receive and approve or disapprove, or request additional information for disbursement requests.
- Always review TCN Manual on governing rules that mat apply to your specific request.