

Faith & Community Camp Business Guide

Income and receipt decision record

Add your details and work through this sheet with your team.

Camp / programme	Prepared by	Date

For each payment type, record whether it is a fee, gift, grant, sponsorship, or another category; the actual benefit provided; the operator's status; qualified advice; document issued; and record reference. Do not promise official tax receipting before approval.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
