

Appendix D
First Baptist Church Pelham
Records Retention Document

In accordance with IRS requirements you are required to return the items listed below to the FBCP Financial Administrator within two weeks of your return.

Dates of Trip _____

Date to have information to Financial Administrator _____

Mission Trip to _____

Person Responsible for Providing Documentation _____

Documentation Required

_____ Pictures From the Trip

_____ Itineraries

_____ Samples of Fund Raising Letters

_____ Testimonies

_____ Mission Funding Request

_____ Trip Summary Paragraph

_____ Other Trip Records

Date Received by Financial Administrator _____

Date Filed _____