

Name:

Month Expenses Incurred:

EXPENSES INCURRED ON BEHALF OF THE CHURCH

Please specify all details including Accounts Code (where known)

	Account s Code	£	P
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total Expenses Incurred on behalf of the Church			

(If this is your first claim)

Claimant Account No.:

Claimant Sort Code:

Signature of Claimant:

Date:

Authorised by:

Date:

Please ensure that all receipts are attached to this form.

Accounts Codes

o Parish Share	" Elec	@ Communications
p Upkeep Of Services	£ Water	kk Pastoral Care
q Cleaner & Materials	\$ Bank Charges	ll StPA Youth & Children
r Minor Fabric Repairs	% Accountancy	aa Other Ministry Related Expenses
s Maintenance Contracts	^ Administrator	bb Schools / Brownies / Clubs
t Deanery / Dioc. Fees	& Cleaner	cc Clergy & Staff Expenses - Travel
u Annual Licences	mm Lay Pastor - Community Café	dd Clergy & Staff Expenses - Other
v Office Admin & Supplies	nn Community Garden Facilitator	ee Major Updates To Building
w Office Tel & Internet	(Mission Partnerships	ff Initial Build Costs: Surveys, Exp, etc
x Church Furniture / Items) Outreach Activities	gg Planned, ongoing Building Costs
y PA System / Lighting / AV	[Revelation Wellness	hh Church Leader's Discretionary Fund
z Insurance] Community Garden Costs	ii Ops & DCC Training, Conf / Retreats
! Gas Bottles & Heater Hire	# not currently used	jj Special Projects