

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			
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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

US Upkeep Of Services
 CR Cleaner & Materials
 FR Minor Fabric Repairs
 MC Maintenance Contracts
 DF Deanery / Dioc. Fees
 AS Annual Licences & Subs
 AD Office Admin & Supplies
 OT Office Tel & Internet
 CF Church Furniture / Items
 AV PA System / Lighting / AV

CC Community Café
 PGO Play&Gro
 OA Outreach Activities
 RF Revelation Fitness
 CG Community Garden Costs
 GRO Gro Outdoors
 CM Children's Ministry
 YTH Youth Ministry
 PNC Parish Nurse Costs
 SPM St Peter's Meals

COM Communications
 PCA Pastoral Care
 OMC Other Ministry Related Expenses
 SCH Schools / Brownies / Clubs
 CST Clergy & Staff Expenses - Travel
 CSO Clergy & Staff Expenses - Other
 CLF Church Leader's Discretionary Fund
 TCR Ops & DCC Training, Conf / Retreats
 RSP Restricted Spending (Fundraised)