MINISTER STAFF PERSON CHURCH EXPENSE REPORT

FOR THE MONTH OF: _____, _____

(USE ADDITIONAL REPORTS FOR AUTOMOBILE AND EXTRA EXPENSES)

Requires attachment of cash receipts, canceled checks, credit card sale slips, contemporaneous records for those expenses less than $25.00.
Copies of evidence and reports must be kept by church and minister/staff person for allocation of expenses in excess of total reimbursements.

Day of Month	Office Supplies & Postage (B)	Office Equipment, Computer & Software (C)	Books, Subscriptions & Periodicals (D)	Prof. Dues (E)	Religious Materials, Vestments & Gifts (F)	Cont. Education & Seminars (G)	Entertainment Related to Church Business (Provide Details) (H)	Travel Fares, Lodging & Meals While Traveling (I)	Misc. Expenses (Provide Details) (J)
Sub-Total									

ADVANCES/ALLOWANCES PAID BY THE CHURCH		
Date	*Check/Credit Card Number*	*Amount*
	Total:	

Total church expenses for column {(a-auto(s)}:	
Plus total church expenses in column {b-j}:	
Minus total advances/allowances paid:	
If negative, amount due church:	
***If positive, amount due minister/staff person**	
*Do not pay amounts in excess of line or "total" as per resolution)	

Total Budget of Church Exp. App. To Min/Staff Person:	
Minus Total Year-to-date Expenses:	
***Remaining Balance Avail. For Min/Staff Person's Use:**	
* (Expenses in excess may/may not be deductible on tax return)	

DETAILS FOR COLUMN {H-J}		
Person(s) Entertained or Item Purchased	*Place*	*General Description of Purpose*

I ATTEST, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE ATTACHED DOCUMENTATION IS COMPLETE AND TRUE AND ALL EXPENSES RELATED THERETO ARE NECESSARY FOR THE CHURCH TO CONDUCT ITS MISSION AND PURPOSE.

YOUR EXPENSES ARE HEREBY ACCEPTED AND REIMBURSED ACCORDING TO RESOLUTION PREVIOUSLY APPROVED.

_____ _____ _____ _____

MINISTER/STAFF PERSON **DATE** **PAYROLL PERSON** **DATE**

102698J