

Trinity Presbyterian Church 2009 Year-end Closeout Procedures

All pledges, designated giving and special offerings must be at the church no later than Sunday, December 27 to be counted in 2009.

All expenditures should be made before December 15, 2009. If this is not possible, the expenditure report should be turned in the same day the expenditure is made. This includes expenditures put on charge accounts where the statement may not arrive until January of 2010. All expenditure reports for expenses to be paid out of 2009 funds must be received by the Treasurer no later than January 4, 2010. Any expenditure reports received after January 4, 2010 will be an expenditure from the 2010 budget.

All expenses for service musicians and other performers must be submitted no later than January 3, 2010 to be paid with 2009 funds. Any expenses received after that date will be an expenditure from the 2010 budget.

After January 1, 2010 if an expenditure report is not clearly marked that it is for a 2009 expense, it will be allocated to 2010 funds.

Contact Martha Huizenga at 273-2356 or martha.huizenga@cox.net with questions.