

2011 Expenditure Report Trinity Presbyterian Church

1. Complete this form to report all expenditures made using the church VISA card, church Sam's card or direct billing or to request reimbursement for a personal expenditure. Multiple expenditures can be detailed on an attached sheet. Additional forms are available in the church workroom or on the church website at www.trinitypresbyterian.net/forms/expenditurereport.htm.
2. All expenditures must be supported by the payment receipt or invoice. Include the pre-addressed vendor envelope if available.
3. Submit the completed form to the appropriate committee moderator or other authorized approver for signature. The authorized approver will sign to approve the expenditure and put the completed form in the Treasurer's box at the church. Completed forms may also be sent to the Treasurer via email with a statement in the cover email that approval is granted.
4. Contact Treasurer at treasurer@trinitypresbyterian.net if there are any questions.

PURCHASED FROM _____ on (date) _____

Use tab key to move to next field

FOR (ITEM DESCRIPTION OR EVENT NAME) _____

PAYMENT SOURCE – You must submit payment receipt, vendor invoice, and vendor envelope (if available)

Charged to: Church VISA Church Sam's Account Church Account with Business

OR

Reimburse this person or company _____

Address _____

City, St, Zip _____

ALLOCATION OF CHARGES

<u>Amount</u>	<u>Committee</u>	<u>Budget Category</u> (see next page) <u>Or Restricted Fund</u>	<u>Approval Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<u>\$ 0.00</u>	Total Expenditure Reported		

SUBMITTED BY _____ on (date) _____

(For Treasurer's Use Only)

Check/Confirmation #: _____

Date Paid: _____

Transaction Entry #: _____

2011 Approved Budget Categories

Deacons

Deacons Fund

Mission

General Mission
Theological Education
Boy Scout Troop 172
Doorstep
VIDA Hispanic Ministry
Let's Help
Let's Help ó Food
Marian Clinic
NEKMTA (Latch Keyboard)
Topeka Rescue Mission
FAST (Disaster Recovery Team)
Mission Projects and Events

Peacemaking

Local Peacemaking
Los Talpetates General

Christian Education

Adult Program
Camps / Conferences
Confirmation
Equipment / Remodel
Food
Library
Materials / Church School
Materials / VBS
Miscellaneous
Nursery
Programs / Activities
Senior Cont. Ed. Gifts
Transportation

Youth

Youth Activities

Evangelism

Advertising
Name Tags
Topeka Relocation Guide

Fellowship

Activities
Kitchen

Stewardship

Stewardship Expenses

Worship

Advertising
Guest Ministers
Miscellaneous/Supplies
Music
Music Equipment

Capital Repair & Replacement Fund

Property

Equipment/Building
Miscellaneous General Maintenance
Services
Supplies

Insurance

Property and Liability
Worker's Compensation

Utilities

Gas
Electric
Telephone
Water

Finance / Administration

Miscellaneous Admin.
Session Expenses
Financial Review
Church Windows Training
Commission Costs

Long-Range Planning

Long Range Planning Expenses

Gifts & Memorials

Gifts and Memorials Expenses

Office

Postage
Supplies
Copier Toner

Information Technology

Hardware & Software
Software Licenses
Performance Licenses
Copier Lease/Maintenance
