

EXPENSES CLAIM FORM



To: Church Treasurer, Wallingford Baptist Church

Please reimburse me for the item(s) indicated below. This is part of normal church expenditure and/or has been accounted for in the current budget. I have attached receipts or other proof of purchase.

| | | | |
|------------------------|---|------|--|
| Details of expenditure | | | |
| Total: * | £ | Name | |

| | | | |
|---|--|-----------------------|--|
| Please reimburse me by cheque / bank transfer (delete as appropriate) | | | |
| My bank details for paying by bank transfer (unless previously notified) | | | |
| Account Name | | | |
| Bank Sort Code | | Account Number | |

| | | |
|--------------------------------------|--|--|
| Signature | | Budget Area <i>Budget Holder (or other signatory)</i> |
| Signature of 'Budget Holder' | | Activity or Event <i>The relevant Activity or Event Leader</i> Children's and Youth Work <i>Any children's or youth group leader</i> Conferences, Training etc. <i>Minister, Church Secretary or Church Treasurer</i> Maintenance (Church or Manse) <i>Buildings Group Convenor</i> |
| Additional Signature (if over £1000) | | Music and Technology <i>Minister, Worship Leader or Technical Co-ordinator</i> Sundries (i.e. anything else) <i>Any Faith Leader</i> |

*If over £1000 a second signature is needed so the form should also be signed by the Minister, Church Secretary or Church Treasurer

Date completed:

When this form has been completed and signed please either

- a) Hand to Rachel Tole
- b) Leave in the 'Church Treasurer' tray in the church office
- c) Scan and email to treasurer@wallingfordbaptist.co.uk