St Paul's Tervuren - Expense claim/authorisation form (Version 5, Oct 2005)

REFERENCE

Name of Claimant : _____

BUDGET LINE

<u>Notes</u>

<u>Before</u> spending any money on the church's behalf (or ordering something for which the church will have to pay), please <u>make sure you have the right approval according to the Church Council guidelines!</u>

This means knowing how much you expect to spend, identifying the Church budget line that covers it (see overleaf) and then either (please tick whichever applies):

- □ Up to 100 €: Being the budget line holder for the relevant church Budget Line or having their prior approval
- □ Up to 250 €: Having the prior approval of the budget line holder and the relevant responsible Council member
- □ Up to 1000 €: Having the prior approval of Standing Committee or Council, either directly or by a resolution of Council

Note that **these approval limits only apply if there are sufficient budget funds remaining to cover the expense**. If not, please refer to the Treasurer or Bookkeeper for advice!

IMPORTANT

It is **your responsibility** to make sure you have the necessary approval, and that this is recorded either by getting appropriate signatures on this form or by having the approver send an e-mail to the church bookkeeper.

Claim for Reimbursement - please attach original invoices/receipts

Description of item	Purpose	Amount	Currency
	Description of item	Description of item Purpose Image: Second state st	Description of item Purpose Amount Image: I

Reimbursement will be made by direct transfer to a Belgian bank:

□ Transfer to Belgian bank

Account number :

A/c holder's name :

I confirm that all above expenses are incurred on behalf of St Paul's Church, Tervuren.				
Claimant:	Signature :	Date :		
Approved by Budget Line Holder:	Signature:	Date:		
Other approval if required:	Signature:	Date:		

Budget Lines, Holders and Budget Ceilings, 2003

Budget Line		<u>B. Line Holder</u>	<u>Council</u> responsible	<u>Budget</u>
50 Staff Chaplain		Hugh Cox	Martin Woodroofe	45875
51 Staff Ass Chaplain		Sean Riordan	David Sayers	83020
52 Staff Youth Director		Paul Moynan	David Sayers	49040
60 Chaplaincy Governance		Bookkeeper	Treasurer	17750
61 Chaplaincy Administration		Administrator	Treasurer	28381
70 Ministry				(18700)
	70110 Service Materials	Hugh Cox	Treasurer	500
	70210 Music & Sound	Jo Mckee	Treasurer	2800
80 Nurture & Outreach				(8375)
	80011 Welcome	Hugh Cox	Martin Woodroofe	500
	80110 Oasis	Sean Riordan	Brian Jones	1500
	80210 Trash	Paul Moynan	Brian Jones	475
	80310 Cyfa	Paul Moynan	Brian Jones	800
	80410 Christian Growth	Christine Keen	Brian Jones	2400
	80620 Network	Eleanor Childs	David Sayers	1400
90 Mission Support		Bookkeeper	David Sayers	34000