

EXPENSE CLAIM FORM

SUBMITTED BY:	PAY TO:
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Date of Purchase (MM/DD/YY)	Vendor	Reason for purchase	Team *	Budget Line to charge	Fund - if non budgeted	Before tax	HST	Total
TOTAL								

* Team: please use abbreviations - see p. 3

Signature:		Date: (MM/DD/YY)	
My signature affirms that these expenses were incurred for a ministry of Parkwood Church and contain no items of a personal nature			
Approved by:		Date: (MM/DD/YY)	

INSTRUCTIONS:

1. Use this form to authorize payment to a supplier that is within your team budget, or for reimbursement if you have used your own money to purchase something for the church. (e.g., food for Logos, coffee for fellowship or a new electrical switch for the Sanctuary). If you do not know which budget line to charge, ask your Team Leader.
2. Fill out entire form and attach a receipt, invoice or sales slip indicating the cost before tax, HST and Total. Group receipts **by budget line/fund** (see p. 3) and subtotal them. Enter sum of subtotals in TOTAL line.
3. **If submitting in paper form**, obtain signature from authorized signatory (see p. 4) who must review and approve the claim. Authorized signatory must ensure purchase is included in the team budget. **If submitting form electronically**, an email from authorized signatory indicating "approved for payment" is required, along with the completed expense form and invoice/receipt. If purchase is made by authorized signatory, another team member must authorize the purchase on paper or electronically.
4. **If submitting in paper form**, put completed form in Finance slot outside church office. **If submitting form electronically**, send email to Dianne Nickerson at dcnickerson@sympatico.ca

TEAM BUDGET LINE ITEMS

CHRISTIAN EDUCATION (CE)

Christian Education Support Worker
Church Library
Church School
Adult Education
LOGOS Program
Summer Programming
Right Now Media

FACILITY MANAGEMENT (FM)

Natural Gas
Electricity
Snow Clearing
Groundskeeping
Repairs, Replacement & Maintenance
Telephone
Water and Sewer
Stationery and Office Supplies
Insurance
Other Expense
Administrative Assistant
Caretaker

FELLOWSHIP (F-SHIP)

Social Hour

FINANCE (FIN)

EI Expense
CPP Expense
Minister's Continuing Education
Presbyterian Church Pension Plan
Extended Health and Dental
Minister's Housing Allowance
Bank Fees and Interest
Financial Software & Supplies
Insurance
Student/Intern

MEDIA SUPPORT (MST)

Computer Supplies
Internet
Livestreaming Maintenance
Web Hosting

MISSION (MISS)

Bible Ministries (1 of 5)
Campus Ministries (2 of 4)
Carlington Chaplaincy
Covenant Orthodox Presbyterian Church
Gracefield Camp
Ottawa Innercity Ministries
Other Mission expenses

OUTREACH (OR)

Advertising & Promotions
Brochures for visitors
Pause Table
Other Outreach

PASTORAL CARE (PC)

Miscellaneous

SESSION (SESS)

Congregational Supplies
Evangelical Fellowship membership
Renewal Fellowship membership
Leading with Care
Microfilming
Other Session Expenses

WORSHIP COORDINATION (WCT)

Director of Music Ministry
Hymnals/Bibles Repairs/Replacement
Music for Worship
Piano/Organ Maintenance
Christian Copyright Licence
Continuing Education for Dir. Of Music
Pulpit Supply
Other Worship Expense

AUTHORISED SIGNATORIES

Team Budget: Authorized approval by:

Finance

Office supplies, Admin expense Dennis Featherstone

Facility Management

Facility Management Jim MacFie

Media Support

Media Support Jim MacDonald

Music

Director of Music Ministry Dianne Smith

Youth Events

Christian Ed Support Worker Victoria Henry

Missions

Other Missions Stewart Elder

LOGOS

LOGOS Director Holly MacDonald

Christian Education

Christian Education Holly MacDonald

Pastoral Care

Pastoral Care James T Hurd

Fellowship

Fellowship Susanne Johnson

Worship

Worship Coordination John Fair

Outreach

Outreach Dale Tuck

Furnishings Group

Furniture Alta MacFie

Session

Session Paul Mkandawire

E-MAIL ADDRESSES

Alta MacFie	jamacf@bell.net
Dale Tuck	dltuck43@gmail.com
Dennis Featherstone	dennis.f@rogers.com
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Holly MacDonald	hollyamacdonald@live.ca
James T Hurd	jthurd@sympatico.ca
Jim MacDonald	jimamacdonald@live.ca

Funds:

Authorized approval by:

Team Programs

Fellowship Team Fund	Susanne Johnson
Christian Education Fund	Holly MacDonald
Flower Fund	Dennis Feathersone / Gord Walford
Key Deposit	Dennis Feathersone / Gord Walford
Mid Week Group	Holly MacDonald
Outreach Projects	Dale Tuck
Pastoral Care Fund	James T Hurd
Special events	Dennis Feathersone / Gord Walford
Youth Leadership Fund	Marcia Harten
Youth Group Fund	Victoria Henry
Urbana Fund	Stewart Elder
Planned Giving Fund	Stewart Elder / Dennis Featherstone

Special Purpose Funds

Covid Expense Fund	Dennis Feathersone / Gord Walford
Audio Visual Fund	Jim MacDonald
Furnishings & Construction Fund	Alta MacFie
Hymn Books, Bibles Fund	Dennis Feathersone / Gord Walford
Organ Replacement Fund	John Fair
Reserve for Capital Expenditures	Jim MacFie
Parkwood Refugee Fund	Dale Tuck
Loan Repayment Fund	Dennis Feathersone

Parkwood

Memorial Fund	John Huber
Parkwood Session Benevolent Fund	John Huber
Student Assistance Fund	Dennis Feathersone / Gord Walford

Bequests

Lorraine Widdis Bequest	Dennis Feathersone / Gord Walford
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Jim MacFie	jamacf@bell.net
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