

EXPENSE CLAIM FORM

Parkwood Presbyterian Church

SUBMITTED BY:		PAY TO:	
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Date of Purchase (MM/DD/YY)	Vendor	Reason for purchase	Team *	Budget Line to charge (see p. 3)	Fund - if non budgeted (see p. 4)	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)

SEE PAGE 2 FOR INSTRUCTIONS

submit page 1 - other pages for reference only

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
Young Adults
Youth Group
Video license
Church School
Adult Education
LOGOS Program
Nursery Care
Summer Programming
RightNow Media

FACILITY MANAGEMENT (FM)

Fuel
Lighting
Computer Supplies
Snow Removal
Groundskeeping
Furniture, Equipment Repairs & Replacement
Repairs, Replacement & Maintenance
Telephone
Water and Sewer
Stationery and Office Supplies
Insurance
Internet
Administrative Assistant
Caretaker

FELLOWSHIP (F-SHIP)

Social Hour
Gracefield Weekend

FINANCE (FIN)

EI Expense
CPP Expense
Minister's Stipend
Minister's Continuing Education
Presbyterian Church Pension Plan
Extended Health and Dental
Minister's Housing Allowance
Bank Fees and Interest
Stationary & Office Supplies
Student/Intern
Other Expense

MEDIA SUPPORT (MST)

Audio Visual
Computer Supplies & Services
Internet
Livestreaming maintenance
Web Hosting

MISSION (MISS)

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

OUTREACH (OR)

Advertising & Promotions
Brochures for visitors
English Fellowship Evening
Pause Table
Other Outreach

PASTORAL CARE (PC)

Miscellaneous

SESSION (SESS)

Congregational Supplies
Presbytery Dues
Evangelical Fellowship membership
Web Hosting
Renewal Fellowship membership
Leading with Care
Microfilming
Other Session Expenses

WORSHIP COORDINATION (WCT)

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

AUTHORISED SIGNATORIES

Team Budget:	Authorized approval by:	
Finance		
Office supplies and Admin expense	Dennis Featherstone	Admin Assistant
Facility Management		
Facility Management	Terence McBurney	
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	Don Pestaluky	
Worship		
Worship Coordination	John Fair	
Outreach		
Outreach	Dale Tuck	
Furnishings Group		
Furniture	Alta MacFie	
Session		
Session	Paul Mkandawire	
Personnel		

Funds:	Authorized approval by:
Team Programs	
Fellowship Team Fund	Don Pestaluky
Christian Education Fund	Holly MacDonald
Course Fees Fund	Dennis Feathersone / Gord Walford
Flower Fund	Dennis Feathersone / Gord Walford
Key Deposit	Dennis Feathersone / Gord Walford
Logos Program	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	Terence McBurney
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	
Mitchell-Hempstock Interest Fund	Dennis Feathersone / Gord Walford
Unallocated interest fund	Dennis Feathersone / Gord Walford