



Claimant: _____

Claim Period From: _____

Claimant's Bank Account no.: _____

Claim Period To: _____

Sort Code: _____

	Claim Date	Expense Categories (P.T.O.)		Description	Mileage Claims		Non-Mileage Claim
		Prime Category	Sub-Category (optional)		Miles @	@ £0.40	
e.g.	01/08/2013	Pastoral Expenses	Mileage / Travel	Travel to FIEC conference	242	£96.80	
e.g.	01/08/2013	Books	Other	ICM Invoice 123XY: "Effective Church Finances" by A.Pope			£4.25
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
					TOTAL CLAIM		

I confirm that these expenses claimed are wholly, exclusively & necessarily incurred in performing duties for Coley Park Baptist Church.

Signed: _____
Date: _____

Claimant's Mileage b/f: _____
Claimant's Mileage c/f: _____

For official use only		Submitted to Treasurer on: _____	
<u>Expenses Approved</u>		Repayment made on: _____	
Name: _____		Cheque no.: _____	
Signature: _____		Bank Transfer: Yes / No	
Date: _____			

#VALUE!



EXPENSE CATEGORIES

Prime Categories	Books	Equipment	Evangelism	Maintenance	Office Expenses	Pastoral Expenses	Refreshments	Other
Sub-categories (please allocate if possible)	Library	Catering	Adverts / Posters	Cleaning	IT	Books	After-Church	Please specify
	Mid-week	Cleaning	Books, Booklets, Leaflets etc.	Electrical / Services	Stationery	Fellowship Fund	Fellowship Lunches / Teas	
	Youth Work	Electrical	CD / DVD	Gardening	Photocopying / Printing	Mileage / Travel	Mid-week Events	
	Other	IT / PA	Other	Redecoration	Postage	Hospitality	Other	
		Security		Security	Other	Postage		
		Youth Work		Other		Stationery		
		Other				Other		

Coley Park Baptist Church Expenses Policy (Extract - for full policy, refer to CPBC: "Financial Policies: Summary")

1. Other than the Pastor, any spend / claim over £100 shall be pre-approved in principle and in writing / by e-mail by a member of the Church Leadership Team (with such approval not from within the same family unit), and in consultation with the Church Treasurer where possible (assuming Church Treasurer on Church Leadership Team);
2. The Pastor is permitted to claim:
 - a. Up to £250 on any single transaction without prior written approval (which may include e-mail);
 - b. Between £250 and £500 per single transaction provided he has obtained prior written approval (which may include e-mail) from least 1 other member of the Church Leadership Team; and
 - c. Between £500 and £1,000 per single transaction provided he has obtained prior written approval (which may include e-mail) from least 2 other member of the Church Leadership Team, one of whom should be the Church Treasurer. If the Church Treasurer is not on the Church Leadership Team, 2 members of the Church Leadership Team must still prior-approve the transaction, but the Church Treasurer must also be consulted in advance of the purchase.
3. All expenses shall be claimed for via the Church Expense Form and (where at all possible) accompanied by a dated receipt. If claim in excess of £100, please also include proof of prior-authorisation from Church Leadership Team;
4. If the Treasurer is not on the Church Leadership Team, a member of the Church Leadership Team should approve all Church Expense Forms prior to submission to the Treasurer (with such approval not from within the same family unit);
5. No member of the Church Leadership Team can 'self-certify' their own Church Expense Form.

Rates payable:

1. Mileage @ 40 pence per mile up to 4,000 miles per tax year