

# 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	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)	_____

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](mailto:dcnickerson@sympatico.ca)

## TEAM BUDGET LINE ITEMS

### CHRISTIAN EDUCATION (CE)

Christian Education Support Worker  
Church Library  
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 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 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  
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  
Continuing Education for Dir. Of Music  
Organist/Pianist Supply  
Pulpit Supply  
Other Worship Expense

## AUTHORISED SIGNATORIES

Team Budget:	Authorized approval by:	
<b>Finance</b>		
Office supplies and Admin expense	Dennis Featherstone	Admin Assistant
<b>Facility Management</b>		
Facility Management	Terence McBurney	
<b>Media Support</b>		
Media Support	Jim MacDonald	
<b>Music</b>		
Director of Music Ministry	Dianne Smith	
<b>Youth Events</b>		
Christian Ed Support Worker	Victoria Henry	
<b>Missions</b>		
Other Missions	Stewart Elder	
<b>LOGOS</b>		
LOGOS Director	Holly MacDonald	
<b>Christian Education</b>		
Christian Education	Holly MacDonald	
<b>Pastoral Care</b>		
Pastoral Care	James T Hurd	
<b>Fellowship</b>		
Fellowship	Don Pestaluky	
<b>Worship</b>		
Worship Coordination	John Fair	
<b>Outreach</b>		
Outreach	Dale Tuck	
<b>Furnishings Group</b>		
Furniture	Alta MacFie	
<b>Session</b>		
Session	Paul Mkandawire	
<b>Personnel</b>		

Funds:	Authorized approval by:	
<b>Team Programs</b>		
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	
<b>Special Purpose Funds</b>		
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	
<b>Parkwood</b>		
Memorial Fund	John Huber	
Parkwood Session Benevolent Fund	John Huber	
Student Assistance Fund	Dennis Feathersone / Gord Walford	
<b>Bequests</b>		
Mitchell-Hempstock Interest Fund	Dennis Feathersone / Gord Walford	
Unallocated interest fund	Dennis Feathersone / Gord Walford	