EXPENSE CLAIM FORM

Parkwood Presbyterian Church

SUBMITTED BY:		PAY TO:	

Date of Purchase (MM/DD/YY)	Vendor	Reason for purchase	Team *	Budget Line to charge	Fund - if non budgeted	Before tax	HST	Total
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
TOTAL						0	0	0

* **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*

02/21/2026

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
Church School
Adult Education
Midweek Program
Summer Programming
RightNow Media
Youth Group

FACILITY MANAGEMENT (FM)

Natural Gas
Electricity
Snow Clearing
Groundskeeping
Repairs, Replacement & Maintenance
Telephone
Water and Sewer
Office Supplies
Other Expense
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
Financial Software & Supplies
Insurance
Student/Intern

MEDIA SUPPORT (MST)

Computer Supplies
Internet
Livestreaming Maintenance
Telephone
Web Hosting

MISSION (MISS)

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

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
Renewal Fellowship membership
Leading with Care
Microfilming
Other Session Expenses

WORSHIP COORDINATION (WCT)

Director of Music Ministry
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, 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	Derek Newton
LOGOS	
LOGOS Director	Holly MacDonald
Christian Education	
Christian Education	Holly MacDonald
Pastoral Care	
Pastoral Care	Marcia Harten
Fellowship	
Fellowship	Susanne Johnson
Worship	
Worship Coordination	John Fair
Outreach	
Outreach	Dale Tuck
Furnishings Group	
Furniture	Alta MacFie
Session	
Session	Paul Mkandawire

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	Marcia Harten
Special events	Dennis Feathersone / Gord Walford
Youth Leadership Fund	Marcia Harten
Youth Group Fund	Victoria Henry
Young Adults Fund	Holly MacDonald
Urbana Fund	Mission Team
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 (incl .White Gifts)	John Huber
Student Assistance Fund	Dennis Feathersone / Gord Walford

E-MAIL ADDRESSES			
Alta MacFie	jamacf@bell.net	Jim MacFie	jamacf@bell.net
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