

Living Water Fellowship - Church Expense Form

Updated April 2024

Submitted by _____

Date: _____

Account # (See List below)	Detailed description of Expenses	Subtotal	HST	Total
Total Amount requested for reimbursement. (Please note: Original Sales Receipts must accompany this form)				
CHOOSE ONE:	CHEQUE PAYABLE TO:			
	E-TRANSFER TO:			

Team Chairperson Signature _____ Property and Finance Approval _____

Account#	Account Description	Account#	Account Description
A1-10	Mileage Expense	B2-01	Care Team/Fill The Freezer
A1-11	Expense Reimbursement	B2-02	Kitchen/Food Expense
A2-01	Worship Planning/Guest Speaker	B2-03	Coffee & Tea (Sunday Morning)
A3-01	Office Expense	B2-04	Elder's Retreat
A3-02	Software Subscriptions	B2-05	Music Ministry Team
A4-06	Outside Maintenance	B2-06	Pastors Retreat/Seminar
A4-08	Decorating Team	B2-07	Website
A4-09	Repairs and Maintenance		
A4-10	Capital Expenditures	C1-04	Family/Mothers/Fathers Days
A4-11	Janitorial Supplies	C1-07	Mission and Outreach Misc.
		C1-08	Christmas Market
B1-02	Christian Education	C1-10	Benevolent
B1-03	Women's Special Events	C1-11	New Hamburg Fall Fair
B1-04	Library Books/Supplies		
B1-05	Senior Youth Expense	C2-02	Connect City
B1-08	Vacation Bible School	C2-04	Mission Trip
B1-09	Adult and Family Fellowship		
B1-11	Men's Retreat		