



Expenditure Report

Form used to recap expenditures for funds received from the Check Request submitted.

Report Date: _____
 Date of Event/Fellowship: _____
 Ministry's Name: _____
 Event Leader: _____
 Name of Event: _____

<u>Date of Purchase:</u>	<u>Vendor Name</u>	<u>Description of Item Purchased</u>	<u>Amount Spent</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total of all receipts _____
 Advance Check Amount _____
 Net Difference (amount Due) _____
 Amount Returned (Deposited) _____
 Cash Over/ Short _____

I _____ received a check in the amount of \$ _____ to be used for the above event. I understand I am responsible for all receipts that total the amount of the check issued; therefore, ALL of my receipts are attached for auditing purposes.

Signature of person turning money in: _____ Date: _____
 Signature of Pillar Coordinator: _____ Date: _____
 Signature of Executive Pastor: _____ Date: _____

Church Office Verification:

Receipts verified Church Clerk's Signature: _____ Date: _____

Date to Finance Office: _____