Expense Statement

Olympic View Community Church of the Brethren

5 easy steps! Completed forms, with attached receipts, go in Nancy Bedada's box in the church office.

1 **Submitted by:** _____

Date:

2 ✓ Check below

- ❑ **Please cut a check payable to:**
- ❑ **This item was charged to an account with:**
- ❑ **I don't need a check, please consider this a donation.**

3 Item Description	**4** $ Amount		**5** Account # / Category
			(select category)
			(select category)
			(select category)
			(select category)
			(select category)
			(select category)
			(select category)
	$ 0.00		

[For administrative use] **Approved by:** **Date:**

- The primary persons allowed to approve expenditures are listed below, but the corporate officers – Moderator, Board Chair, Treasurer, Trustee, and Clerk are permitted to approve any expenditure.
- Checks may only be signed by officers.

(v.2013.12.12)

1037	Deacon Benevolence (in church)	Pastor or Deacon Chairs
1303	Pastor's Transportation	Pastor
1309	Pastor's Professional Growth	Pastor
1502	Custodial Services	Trustee (Kristi Morris)
1510	Office Expense	Pastor or Treasurer (Bill Hershberger)
1511	Maintenance	Trustee
1515	Vehicle Fuel & Maintenance	Van Trustee (Charles Walker)
1522	District Conference	Treasurer
1523	Annual Conference	Treasurer
2009	Other Outreach (out of church)	Pastor or Outreach Chair
3001	Kitchen Supplies	Fellowship Chair (Goldie Barnes)
3002	Fellowship Support	Fellowship Chair
4001	Banners & Altar Flowers	(C. Öberg, P. Harris, or Y. Vierthaler)
4004	Instrument Repair / Tune	Pastor or Nurture Chair (J. Barnes)
4005	Guest Preachers	Pastor or Moderator (S. Hershberger)
4007	Music Expense	Pastor or Music Director
4008	Musicians	Pastor or Nurture Chair
4012	Ushers	Head Usher (R. Öberg)
4013	Adult Nurture	Pastor or Nurture Chair
4014	Library	Pastor
5000	Youth Ministry	Youth Advisor (K. Rieman or B. Dykema)
6000	Children's Ministry Team (CMT)	CMT Chair (Aimee Bisterfeldt)
6001	Childcare / Nursery	CMT Chair
6003	CMT Summer Program	CMT Chair
6004	CMT Supplies	CMT Chair
6006	CMT Special Events	CMT Chair